Faculty Handbook

by

National Taiwan University
Taiwan's first most comprehensive, most venerable and most elite institution of higher education.
Introduction

NTU was founded in 1928, the 17th year of the Republic of China, as Taihoku (Taipei) Imperial University during Taiwan’s Japanese colonial period. After the ROC government achieved victory in the Second Sino-Japanese War and reclaimed Taiwan, the university underwent reorganization and was renamed National Taiwan University on November 15, 1945.

NTU stands as Taiwan’s most comprehensive, most venerable and most elite institution of higher education and it bears the immense responsibility of pursuing high-caliber academic research while providing a top-notch education. Since the retrocession of Taiwan, the academic leaders who have served as NTU president include Tsung-Lo Lo, Chih-Houng Lu, Chang-Kung Chuang, Ssu-Nien Fu, Kang-Po Shen, Szu-Liang Chien, Cheng-Hsing Yen, Chao-Chung Yu, Chen Sun, Guang-Hsiung Kou, Wei-Jao Chen and Si-Chen Lee. Our current president is Pan-Chyr Yang.

As of the 2014 academic year, NTU comprises eleven colleges: the College of Liberal Arts, College of Science, College of Social Sciences, College of Medicine, College of Engineering, College of Bio-resource and Agriculture, College of Management, College of Public Health, College of Electrical Engineering and Computer Science, College of Law and College of Life Science. In all, the university boasts 54 departments, 105 graduate institutes and six Master’s and PhD degree programs.

University Motto

The university motto—Integrity, Diligence, Fidelity, and Compassion—were first articulated by President Ssu-Nien Fu at the ceremony marking NTU’s fourth anniversary in 1949. While President Fu, in his original speech, had encouraged NTU students “to study hard” (li xue), the present character for “Diligence” was later substituted with the homophonic, “to advance one’s intellect” (li xue), to inspire students to work diligently for academic advancement.

The Fu Bell serves as a reminder of personal discipline and unending enlightenment. The royal palm tree symbolizes continuous growth, exceptional vision and unwavering willpower.

The plum blossom silhouette incorporates the nation’s founding spirit and cultural traditions. The meanings embedded in the emblem are for those of all members of the NTU community to contemplate.

University Song

Prof. Kang-Po Shen penned the lyrics to the NTU University Song, while Dr. Yuen-Jen Chao composed its music. The lyrics go as follows:

The ambience of Taida, growth fresh and verdant, the spirit of Taida, life vital and exuberant, Viewed from afar, that Jade Mountain ascends through a sea of clouds, the ideal emblem of our lofty ambition, Viewed at our sides, the meandering Danshui, he rolls on, disregarding day and night, The ideal vision of our indomitable way of life, This indomitable way ensures we succeed in all our endeavors.

To view the musical chart for the University Song and download MP3 files, please visit the NTU English homepage and click on About NTU then University Song.
Campuses

NTU's vast network of campuses is known for occupying approximately one percent of Taiwan's total area. Besides the Main Campus, the university also operates the Shui Yuan Campus, Downtown Campus, University Farm (An-Keng), Experimental Forest and Highland Experimental Farm. Campuses under development include the Chupei Branch Campus, NTU Hospital Yunlin Branch Campus and I-Lan Seaside Experimental Station.

Faculty Ethics

The NTU Faculty Ethics Committee drafted the Ethical Code for NTU Faculty Members with the aim of establishing values to which all faculty members share a personal willingness to aspire as well as a sense of propriety regarding teaching and research conduct. The code was approved at the first University Affairs Meeting of the second semester of the 1997 academic year. The purpose of the code is to build consensus, establish common ethical standards and promote a campus culture of self-awareness and self-discipline so as to truly maintain university autonomy and safeguard academic dignity. To view the Ethical Code for NTU Faculty Members in full, please visit the NTU English homepage and click on Administration to locate the homepage of the Office of the Secretariat. Then click on the Ethical Code for NTU Faculty Members.
Serving in multiple roles, our faculty members teach, guide, and inspire the students of the NTU campus.
Teaching Hours

Basic weekly teaching hours for full-time NTU faculty are eight hours for professors, nine hours for associate professors and assistant professors and ten hours for lecturers. Faculty members who fail to fulfill their basic weekly teaching hours should make up the difference within the following academic year. Teaching hours that are not fulfilled will accumulate until they are made up.

The method for calculating teaching hours is as follows:
One hour for teaching each class; 30 minutes for experiments and internships; one hour or up to two hours for service courses; one hour or writing advising; one hour or up to three hours for special-topic research; one hour or up to three hours for special-topic discussions; hours for jointly-taught classes are calculated based on the ratio of actual teaching time. If the total calculated time above exceeds the basic weekly teaching hours requirement, an hourly fee will be approved and paid in accordance with the NTU Full-time Faculty Weekly Teaching Hours Calculation Standards and Extra Teaching Hours Hourly Fee Approval and Payment Guidelines. If basic teaching hours are not fulfilled, time will be added to the basic teaching hours for advising and thesis advising depending on the situation; however, this time will not exceed four hours.

Regulation / NTU Full-time Faculty Weekly Teaching Hours Calculation Standards and Extra Teaching Hours Hourly Fee Approval and Payment Guidelines
Department / Curriculum Division, Office of Academic Affairs
Contact / (02) 3366-2388 #302

Grading

1. Delivering and Correction Final Grades

(1) Academic records include semester grades, semester grades after make-up exams and summer semester grades for each subject. Make-up exams are administered after students receive approval from the course instructor, department director and Office of Student Affairs in accordance with the NTU Student Leave of Absence Application Guidelines.

(2) Semester grades and summer semester grades are determined through such evaluation methods as daily tests, regular exams, mid-term exams, final exams and other methods. The calculation method for semester grades after make-up exams is the same as for semester grades and summer semester grades with the exception that make-up exam grades are recorded in place of final exam grades. The weighting for which each grade given during a semester accounts in final semester grades is decided autonomously by the course instructor; however, the weightings should be stated clearly in the course syllabus so that students are aware.

(3) NTU adopted a letter grading system for the assessment of student grades in the first semester of the 2010 academic year. The eleven grades from high to low are A+, A, A-, B+, B, B-, C+, C, C-, F and X. A grade of C- is a passing grade for Bachelor’s students. A grade of B- is a passing grade for Master’s and PhD students.

(4) With the exception of courses of a special nature for which an academic meeting is held to approve the adoption of an examination and assessment method that presents a result of “pass” or “fail,” all other courses will indicate grades in accordance with the letter grading system.

(5) For students who make up final exams due to having taken a leave of absence for reasons of official duties, illness, pregnancy or the death of a spouse or relative within the second degree of kinship, make-up exam grades will be calculated based on the actual grades determined by the course instructor. For students who make up final exams due to having taken a leave of absence for other reasons approved by the university, the make-up exam grades of Bachelor’s students that are higher than C- (or 60) will be calculated as C- (or 60) and the make-up exam grades of Master’s and PhD students that are higher than B- (or 70) will be calculated as B- (or 70).

(6) Semester grades will be delivered to the Office of Academic Affairs within ten days starting from the day following the announcement of the conclusion of final exams in the university’s Academic Calendar; semester grades after make-up exams and summer semester grades will be delivered to the Office of Academic Affairs within three days starting from the day following the conclusion of exams.

(7) If the grades of a small number of students remain undetermined during the time period when grade report lists are to be delivered, the university requests that instructors first deliver the grades that have already been determined to the Office of Academic Affairs so as to prevent the undetermined grades of a small number of students from delaying the grades of the entire class.

(8) In order to avoid infringing on students’ rights concerning employment, further studies, scholarship applications, changing majors, minor studies, and double majors, instructors who are severely delayed in delivering grades will be reported in an administrative meeting.
If an instructor is unable to deliver grades by the required deadline because a semester's course or internship is only able to be completed during a winter or summer vacation, instructors should, before the end of the semester, notify the Office of Academic Affairs in writing about the actual ending date for the course and the date grades will be delivered late.

Grades may not be modified after being delivered to the Office of Academic Affairs. However, if incorrect grades are delivered due to fault on the part of the instructor, the instructor may apply to correct the grades by filling out a Grade Correction Application Form and attaching relevant verification.

The deadline for the late delivery and correction of grades is within one week after the starting date of classes the following semester as announced in the university’s Academic Calendar. A grade that is not delivered by the late delivery deadline will be recorded as a final grade of X and ranking compilation process proceeds.

In order to avoid infringing on the rights of other students, if, when the process of correcting a grade is completed, the time for the compilation of rankings has already passed, rankings may not be recompiled.

Instructors will notify students of contact methods before the end of the semester. This is to prevent the deadline for the correction of grades from being missed as a result of students being unable to contact the instructor when they have questions regarding semester grades.

If instructors return tests, homework or reports to students, they will remind students to keep these documents for future reference. In situations under which there is a failure to attach verification materials related to calculated grades, grades may not be corrected.

### 2. Printing Teaching Materials

1. If materials need to be printed for teaching purposes, please fill out an application form to request printing services for teaching materials from the following units:
   1. On the Main Campus, the Office of Academic Affairs Curriculum Division is in charge of printing services.
   2. At the College of Social Sciences, the College of Social Sciences’ Branch Office of Academic Affairs is in charge of printing services.
   3. At the College of Medicine and College of Public Health, the College of Medicine’s Branch Office of Academic Affairs is in charge of printing services.
   4. For the College of Management’s Executive Master of Business Administration program, the Executive Master of Business Administration Office is in charge of printing services.

2. Original teaching material manuscripts are limited to the use of A4 and B4 paper sizes, and printing is limited to 50 pages for each request.

3. The printed teaching materials may be picked up four working days after the original manuscript is delivered to the printing unit. If the printed materials include exam questions, special personnel should be dispatched to deliver and pick up the printed materials on site.

4. Applications for the printing of teaching materials should comply with copyright laws.

### Regulation / NTU Printing Teaching Materials Guidelines

<table>
<thead>
<tr>
<th>Departments</th>
<th>Contacts / Office of Academic Affairs, Curriculum Division (02) 3366-2388 #308</th>
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<tr>
<td></td>
<td>Office of Academic Affairs, Graduate Academic Affairs Division</td>
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<td>(02) 3366-2388 #405</td>
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<td></td>
<td>College of Medicine, Branch Office of Academic Affairs</td>
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<td>(02) 2356-2192</td>
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### Website / http://www.aca.ntu.edu.tw/aca2012/curri/statute/講義印製要點.pdf
Chapter 2: Teaching and Student Counseling

Educational Inheritance

1. New Faculty Orientation

A three-day/two-night orientation for new faculty is held at NTU’s Xitou Experimental Forest prior to the beginning of the first semester each year. The orientation helps new faculty understand NTU’s development vision, teaching and research resources, teacher-student and peer relationships, as well as faculty rights and responsibilities. New faculty members who have a reason for being unable to participate in the orientation, must present an application for a leave of absence and obtain the consent of the President for approval.

Department / Division of Faculty Development, Center for Teaching and Learning Development, Office of Academic Affairs
Contact / (02) 3366-3367 #512
Website / http://ctld.ntu.edu.tw/fd/fd_01_01.php

2. Faculty Development Group

The Center for Teaching and Learning Development set up the Faculty Development Group project for the purpose of encouraging full-time faculty and research personnel to form theme-based faculty development communities. The groups are encouraged to employ learning approaches, such as peer learning and the sharing of instructor’s teaching experiences, on a regular basis so as to promote interdisciplinary exchange as well as to achieve the goals of enhancing instructors’ teaching effectiveness and personal growth.

Department / Division of Faculty Development, Center for Teaching and Learning Development, Office of Academic Affairs
Contact / (02) 3366-3367 #512 and 516
Website / http://ctld.ntu.edu.tw/fd/fd_01_02.php

3. Structural design experience teaching workshops

This workshop was established to assist instructors enhance and refine their abilities in designing and arranging their courses through the friendly and supportive environment attained by the positive feedback from their peers. We welcome members of the faculty to register for the workshop as groups of between 4-8 members.

Department / Division of Faculty Development, Center for Teaching and Learning Development, Office of Academic Affairs
Contact / (02) 3366-3367 #514
Website / http://ctld.ntu.edu.tw/fd/fd_01_11.php

4. Flip Classroom

This is a pioneering project that is promoted through the form of lectures and workshops. In collaboration with the school’s faculty development groups, participating members are able to exchange their teaching experiences; the Center for Teaching and Learning Development also provides technology support in helping our faculty develop comprehensive flip classroom courses. We welcome more members of our faculty in joining the flip classroom project.

Department / Division of Faculty Development, Center for Teaching and Learning Development, Office of Academic Affairs
Contact / (02) 3366-3367 #512
Website / http://ctld.ntu.edu.tw/fd/fd_01_06.php

5. Teaching Portfolio (tPo)

Teaching portfolio (tPo) serves as a platform for instructors to document and reflect on their teaching careers. tPo automatically imports an instructor’s basic information, teaching courses and student evaluations. In addition, instructors can use tPo to post writings on their teaching philosophies, teaching plans and reflections on teaching. These functions provide a foundation on which instructors can improve their teaching.

Department / Division of Faculty Development, Center for Teaching and Learning Development, Office of Academic Affairs
Contact / (02) 3366-3367 #596
Website / https://eportfolio.ntu.edu.tw/tportfolio/Teacher_new/Login.aspx

6. Interactive E-Teaching Recourses

NTU faculty can chose among two interactive teaching systems to enhance interaction and communication in the classroom. The systems are the Interactive Response System (IRS) and Zuvio. Through these platforms, instructors can gain an immediate understanding of the students’ learning outcome, and adjust the teaching progress and content according to the real-time data provided by the systems. Any questions with regards to the loaning and using of the systems can be directed to the Center for Teaching and Learning Development.

Department / Division of Multimedia and E-Learning, Center for Teaching and Learning Development, Office of Academic Affairs
Contact / (02) 3366-3367 #514 and #532
7. Teaching Workshops
The Center for Teaching and Learning Development each semester organizes a series of teaching workshops and lectures that are designed to address the real needs of the university’s instructors and teaching assistants. The CTLD invites outstanding instructors from Taiwan and abroad to share their teaching experiences at these events. The content of the workshops covers such aspects as teaching concepts, practical skills and curriculum design. Moreover, after obtaining authorization from the lecturers, the center posts video recordings of the workshops on the NTU Speech website for the convenience of faculty members and students who wish to view the events online.

Department / Division of Faculty Development, Center for Teaching and Learning Development, Office of Academic Affairs
Contact / (02) 3366-3367 #515
Website / http://ctld.ntu.edu.tw/fd/fd_01_05.php

8. Palm Grove Lecture Hall—Teaching Quality Enhancement Symposium
Every year at the end of June, exemplary faculty members from both inside and outside NTU who teach general education or specialized courses are invited to come together to share their teaching philosophies and achievements and learn from observations of the approaches each other employs in the classrooms. Through the exchange of the multitude of teaching experiences, the meetings are intended to inspire improvements in teaching performance.

Department / Division of Faculty Development, Center for Teaching and Learning Development, Office of Academic Affairs
Contact / (02) 3366-3367 #515
Website / http://ctld.ntu.edu.tw/fd/fd_01_10.php

9. Website for Teaching Resources
The Center for Teaching and Learning Development’s website has integrated the various teaching data and information useful to university instructors. It also provides the latest knowledge in education and the links to teaching information from domestic and international universities. The website includes such content as course design and planning, teaching activities, teaching materials, technology education, and teacher-student relationship. In addition, the interviews documenting the teaching experiences shared by our outstanding faculty have been posted on the center’s “Paradigm” case sharing website.

Department / Division of Faculty Development, Center for Teaching and Learning Development, Office of Academic Affairs
Contact / (02) 3366-3367 #515
Website / http://ctld.ntu.edu.tw/fd/fd_01_12.php

10. Faculty+
Faculty+ is an online video platform in which the Center for Teaching and Learning Development offers the university’s faculty and teaching assistants a series of video consultation services to support them in creating digital teaching material and utilizing digital media technology in the classroom. Faculty members are encouraged to form interactive development groups so as to enhance learning outcomes.

Department / Division of Faculty Development, Center for Teaching and Learning Development, Office of Academic Affairs
Contact / (02) 3366-3367 #598
Website / https://www.youtube.com/playlist?list=PLLlbohxoot2IsnopXdMX0k8Yk77.filtered_S

11. Instructional Development Project
The Center for Teaching and Learning Development provides grants that encourage NTU’s faculty members to elevate the quality of their teaching by making improvements in curriculum design and teaching methods. All full-time, adjunct and project-appointed faculties are invited to submit applications for the grants as groups or individuals. Applications are reviewed on a first-come-first-served basis and reviews require approximately two to three weeks (not including document delivery time).

Department / Division of Planning and Research, Center for Teaching and Learning Development, Office of Academic Affairs
Contact / (02) 3366-3367 #573
Website / http://ctld.ntu.edu.tw/rp/rp_01_01.php
Outstanding Teaching Faculty

1. An Introduction to the NTU Outstanding Teaching Faculty Selection and Award Guidelines

(1) Purpose and award categories of the guidelines:
The guidelines are designed to give encouragement to instructors who have demonstrated exceptional teaching skills and endorse their tireless dedication and contributions in the field of education. Awards are presented in the two categories of Distinguished Teaching and Outstanding Teaching. In addition to being publicly recognized and presented with medals, recipients receive monetary awards. The monetary awards are equivalent to fixed points multiplied by the monetary equivalent of each point. The fixed points for Distinguished Teaching monetary awards are 100 points and the fixed points for Outstanding Teaching monetary awards are 20 points. The monetary equivalent of each point is determined by the NTU president on an annual basis.

(2) Selection eligibility:
All current full-time, adjunct and project-appointed faculty who have taught at NTU for two years or more are eligible for selection. However, as the Distinguished Teaching Awards is granted for a period of five years, recipients may not be recommended again within five years after receiving the award. Also, instructors who have earned Distinguished Teaching Awards twice since qualifying as full professors will be considered honorary distinguished teaching faculty, and may not be recommended again for the award.

(3) Selection quotas:
The quotas for Distinguished Teaching Awards and Outstanding Teaching Awards are set at one percent and nine percent respectively of the total number of the university’s full-time, adjunct and project-appointed faculty. In addition, in order to encourage instructors to take part in the university’s general and liberal education as well as offer courses for the students of other colleges (hereafter called service learning courses), additional award quotas will be allotted based on the number of full-time faculty for these types of courses with 40 or more students (or 30 or more students for foreign language courses) from other colleges as follows:

1. Distinguished Teaching Awards: The additional quota is 0.5% of the total number of instructors for these types of courses.
2. Outstanding Teaching Awards: The additional quota is 4.5% of the total number of instructors for these types of courses.

(4) Selection method:
Candidates are selected based on the Outstanding Teaching Faculty Questionnaires completed by students, the results of the Course Questionnaires administered by the university at the end of the previous two semesters, instructors’ accumulated teaching accomplishments and other related information. Departments, institutes and degree programs recommend a candidate according to the selection guidelines, and then the colleges and the Center for General Education make an initial selection whereby the final outstanding teaching faculty is selected by the university.

Class Evaluation

NTU’s class evaluations are conducted by the Office of Academic Affairs Curriculum Division through online surveys. Mid-term surveys begin the fifth week of each semester and remain online for six weeks for students to fill out. End-of-term surveys begin within the two weeks prior to final exams each semester and remain online for two weeks. Surveys for summer semester classes are conducted one week after the end of each summer vacation; beginning and ending dates are clearly designated on the university’s Academic Calendar. Before conducting a class evaluation survey, the Curriculum Division posts an official announcement on the bulletin board of each department and institute and sends an email to all students requesting that they visit the information website system (myNTU) to complete the survey within the designated time period; student identities are strictly protected. Mid-term surveys cover all courses offered at each of the university’s teaching units. The surveys are conducted using an open questionnaire format that permits students to provide suggestions regarding class content and instructor teaching methods for instructors to view on the information website system (myNTU). End-of-term surveys cover all classes offered at each of the university’s teaching units, with the exception of classes with the title doctoral thesis, Master’s thesis, Bachelor’s thesis, special-topic research, special-topic discussion, book or newspaper discussion, book or newspaper symposium, or individual guided research. After instructors send their grades for the semester to the Office of Academic Affairs, the survey results are printed and delivered to the dean of each college and the chairperson of each department and institute for reference and are passed on to instructors for reference so that they might improve their teaching.
Advisors

Advisors are important people to students on a university campus. Serving in multiple roles, they teach as well as provide guidance and inspiration. Over the course of their studies, students interact most frequently and directly with their advisors and their advisors most clearly understand their difficulties and needs. Advisors are therefore important guidance resources on a university campus. The following is a brief introduction to the advisor system and related resources managed by the Office of Student Affairs Student Assistance Division.

1. Structure of Advisor System

NTU employs a three-tier system for advisors. The dean of each college convenes a college-level advisors’ working committee that organizes activities and meetings for the advisors of the college’s departments and institutes. Each department chairperson and institute director convenes a department- or institute-level advisors’ working committee that determines advisor payment allotments and other related matters. In principle, full-time instructors of each department and institute serve as class advisors who provide guidance directly to students.

2. Regulations

The following regulations may be viewed on the website of the Office of Student Affairs Student Assistance Division.

(1) NTU Advisor System Implementation Guidelines
(2) NTU Outstanding Advisor Selection and Award Guidelines
(3) NTU Outstanding Advisor Selection Implementation Plan

3. Advisor Training and Publications

Related information may be viewed on the website of the Student Assistance Division.

(1) The Office of Student Affairs Student Assistance Division organizes training seminars for advisors each academic year. The contents of these seminars include theme-based lectures and experience sharing pertaining to cases of student guidance.

(2) Books about NTU’s outstanding advisors: NTU Press has published a variety of books documenting the experiences of some of NTU’s outstanding advisors. These books include (unofficial translation):

→ Because I Love You: The Story of NTU’s First Time Selected Outstanding Advisors
→ Fifteen Royal Palm Required Classes: The Story of NTU’s Outstanding Advisors—Vol. 2
→ On the Road of Growth: The Story of NTU’s Outstanding Advisors—Vol. 3
→ Helping You Create a Blueprint of Your Dream—Vol. 4

4. Administrative Support

NTU employs two major systems and four important types of counselors in order to provide advisors with immediate student advisee information and easily accessed administrative support.

(1) The Comprehensive Student Advisee Information system: Advisors use their Computer and Information Networking Center Internet account number and password to enter the system and gain access to a range of basic information about student advisees, including personal information, educational experience, family background, student clubs, academic record, and commendations and disciplinary penalties. This information allows advisors to better understand their student advisees.

Website: https://my.ntu.edu.tw/stuinfo/

(2) The Student Safety Protection Network system: When organizing off-campus faculty-student activities, advisors first register the activities online. This ensures access to immediate assistance when situations that threaten the safety of students arise.

Website: http://my.ntu.edu.tw/safeguard

(3) Four types of counselors: counselors at each college and department assigned by Office of Student Affairs Student Counseling Center, resident advisors at each dormitory, military instructor counselors at each college, and counselors from the Student Counseling Center (responsible for assistance such as scholarships and grants and emergency financial aid).

5. Advisor Responsibilities

Advisor responsibilities fall under the two main categories of learning guidance and life guidance. Students have expressed that their primary expectations of advisors are that they provide professional learning guidance and career guidance. Regarding learning guidance, advisors can set advisor office hours and post them on their laboratory doors to notify students so that students can seek guidance directly. Advisors can also use such communication channels as email or advisor meetings to maintain contact with advisees and discuss their problems so that they remain informed about their advisees’ situations. If advisors discover their advisees are confronting special circumstances, they can take advantage of the administrative support mentioned above or transfer the advisees to the Student Counseling Center’s four types of counselors for assistance in handling the matter.

Department / Curriculum Division, Office of Academic Affairs
Contact / (02) 3366-2048 ~ 2052
Website / http://advisory.osa.ntu.edu.tw
Gender Equality Education Committee

1. Gender Equality Education Act
The Gender Equality Education Act was promulgated for the purpose of creating safe campuses on which gender equality is enjoyed.

(1) Faculty rights: As the university is a workplace, instructors should prohibit discrimination and create friendly working environments.
(2) Faculty responsibilities: Instructors should uphold students’ right to receive an education so as to ensure that students do not suffer different treatment when enrolling or pursuing their studies due to their gender or sexual orientation. Instructors should also extend assistance proactively to students who are disadvantaged due to their gender or sexual orientation and should protect the right to receive an education of pregnant students.

2. Gender equality regulations
(1) Gender Equality Education Act
(2) Regulations on the Prevention of Sexual Assault or Sexual Harassment on Campus
(3) NTU Regulations on the Prevention of Sexual Assault or Sexual Harassment on Campus
(4) Sexual Harassment Prevention Act
(5) NTU Sexual Harassment Prevention Act
(6) Gender Equality in Employment Act
(7) NTU Guidelines for Handling Cases of Workplace Gender Discrimination

3. If a student tells you...
she or he has been sexually harassed, please provide support. Do not question the student, and maintain the student’s confidentiality. In addition, contact the Gender Equality Education Committee in order to understand the possible procedures for handling the matter.

Student Counseling and Assistance

1. Counseling Services
(1) The Student Counseling Center offers a variety of professional counseling and psychological testing services in order to eliminate students’ frustrations and help them establish healthy and positive life and learning attitudes and develop their inner potentials.
(2) The Student Counseling Center administers the Physical and Psychological Adjustment Scale survey to all first-year and transfer students at the beginning of each academic year. The survey allows the center to establish a record of students’ basic mental and physical health information and proactively track students who are in need of counseling.
(3) Each academic year, the Student Counseling Center organizes a series of group activities and workshops that explore such topics as self-affirmation, stress management, interpersonal relationships, career planning, test anxiety and romantic relationships. With each other’s mutual support, participants experience personal growth and come to more deeply understand themselves and approaches for solving life’s problems.
(4) The Student Counseling Center holds elementary preventive psychological health education lectures each semester in order to protect and promote the mental health of students, faculty and staff.
(5) Nine full-time certified psychological counselors serve the university’s colleges and four full-time Office of Disability Support Services counselors serve physically and mentally disabled students at the university’s colleges. These counselors help bring together the counseling systems of advisors and military instructors at the college level in order to more effectively manage individual cases.

Department / Student Counseling Center, Office of Student Affairs
Contact / (02) 3366-2181 ~ 2182
Website / http://scc.osa.ntu.edu.tw/

2. Services for the Disabled
For students holding a government-issued physical and mental disability handbook (including students with vision, hearing, physical, emotional, or language impairment or multiple impairments) and students who have received approval through an evaluation and counseling meeting, the Office of Student Affairs’ Disability Support Services provides a comfortable and welcoming space for learning and conducting everyday
activities. The office integrates all counseling services and activities for students with physical and mental disabilities. Services and activities include:

1. Life counseling: includes life adjustment counseling, new student counseling, lodging counseling, improvements in accessibility for the disabled as well as friendship activities

2. Schoolwork counseling: includes enhanced classwork counseling, learning needs assessments, counseling equipment reservations and classroom assistance

3. Career counseling: includes occupational information and testing as well as career counseling training, lectures and career transition meetings

4. Psychological counseling: includes psychological counseling and testing, personal growth groups and special education awareness information

5. Other services: includes the provision of resource room space and equipment and the public announcement of relevant information regarding scholarships, student employment opportunities on and off campus, on- and off-campus activities, employment and overseas studies

Department / Student Counseling Center, Disability Support Services, Office of Student Affairs
Contact / (02) 3366-3236 ~ 3239
Website / http://rer.scc.osa.ntu.edu.tw/

3. Student Housing Service

(1) NTU has 21 student dormitories located on the Main Campus as well as the campuses of the College of Law, College of Social Sciences, College of Medicine and College of Public Health.

As of the 2013 academic year, NTU provided 3,718 spaces for men and 2,935 spaces for women for undergraduate students and 1,250 spaces for men and 740 spaces for women for graduate students. In addition, the university has cooperated on a build-operate-transfer project with Prince Housing and Development Corp. to build Chang-Hsing Dormitory and Shui-Yuan Dormitory, which now provide a combined 3,507 spaces for men and women. In all, NTU offers 12,152 dormitory spaces for local students whose family homes are south of Taoyuan County, international students, overseas Chinese students and some exchange students.

(2) The Student Housing Service Division has established Life Learning Centers in dormitory areas. The centers offer freshman seminar courses and provide comfortable spaces that facilitate discussion in order to increase interaction between peers and between students and faculty in the university’s dormitories.

Department / Student Housing Service Division, Office of Student Affairs
Contact / (02) 3366-2264 ~ 2268
Email / admdorm@ntu.edu.tw

4. Counseling and Assistance

(1) Support for economically disadvantaged students
NTU provides support that helps students from low- and middle-income families complete their studies in order to cultivate outstanding students and advance the ideal of providing equal opportunity in education. The Student Assistance Division oversees a range of grants and financial aid, including life learning grants, graduate student stipends, student loans, grants for disadvantaged students, tuition and miscellaneous fee waivers, emergency and condolence allowances and student accident insurance. This support allows students to concentrate on their studies free of worries.

(2) Scholarships
In order to cultivate students’ initiative and encourage them to develop an academic spirit of striving for honor, NTU offers a range of public and private scholarships as well as university-level aspiration, encouragement, special societal contribution, altruism, outstanding, and special education scholarships. These scholarships encourage students to take the initiative in their studies, develop their many talents and pursue honor for themselves and the university.

(3) Moral education
Besides formal courses, life education and personal growth are also important elements of a university education. The Student Assistance Division oversees student disciplinary procedures and provides a channel for filing appeals. The division’s approach is to teach through example rather than words and emphasize experience in place of punishment so as to take advantage of the small details of life in order to develop students’ sense of honor and civic concern.

Department / Student Assistance Division, Office of Student Affairs
Contact / (02) 3366-2048 ~ 2052
Website / http://advisory.osa.ntu.edu.tw
5. Coaching Student Club

(1) Freshmen Orientation
In order to accommodate the more than 4,000 new NTU students who take part in Freshmen Orientation, the Student Activity Division holds the five-day/four-night event in full on three separate occasions in August and September. Around 100 outstanding upperclassmen are selected to serve as group leaders after being recommended by each college. The group leaders lead the freshmen in participating in a variety of courses, help them develop proper study attitudes and guide them in understanding the core values of NTU and university life. The orientation eases freshmen’s adjustment to university life and sets them on the way to gaining a worthwhile learning experience.

(2) Student Club Advisors
NTU presently has nearly 455 student clubs that explore a wide variety of interests across the categories of self-governing, academic, entertainment, social, mixed, arts, service and physical fitness clubs. Not only do these clubs display unique characteristics, their members approach their interests with enthusiasm. Student clubs are an important form of informal learning for university students. In order to ensure the well-rounded development of student clubs and employ the concept of whole-person education, each student club must, according to regulations, invite an NTU faculty member to serve as a club advisor who must report this new position to the NTU president. For college and department student associations, the dean, chairperson or director of the respective college, department or graduate institute serves as advisor. Regulations stipulate that the position of student club advisor is an unpaid position. Each department or graduate institute has begun to list experience as a student club advisor as an item in their evaluations of outstanding instructors.

The responsibilities of student club advisors include: attending club meetings, providing assistance with club promotion work, solving problems with club operations, participating in club advisor training seminars, assisting in the handling of special problems and major incidents of club activities and providing guidance concerning club expenses and operations. Clubs must receive the approval of their advisors before applying to register their basic information, organizing activities, reserving activity space, applying for subsidies for activity expenses, or opening a Chunghwa Post savings account or changing an account name.

A total of 320 instructors served as student club advisors during the 2013 academic year. The Office of Student Affairs invites all advisors to attend regular student club advisor seminars. The seminars give the OSA an opportunity to express appreciation to the advisors for their passion and energy as well as explain the general situation regarding student affairs work and student club advising work. Moreover, the seminars allow the OSA to listen and respond to the advisors’ comments and suggestions regarding student club operations. This helps maintain close contact between the administration and advisors and gives advisors a chance to share experiences and strengthen friendships.

6. Career Center
Taking its inspiration from the university motto and the expectations of society, the Career Center endeavors to guide students through the process of growing into outstanding members of society who possess both sophistication in the humanities as well as professional expertise. With this goal in mind, the center offers a range of occupational and career development guidance services for students in order to help them start planning early before they have graduated and entered the job market and to build adaptable and suitable professional careers. In recent years, due to the impact of globalization and the knowledge economy, talented people around the world are competing together for limited employment opportunities. The center therefore proactively helps students better understand themselves, advance their career awareness, develop positive work ethics, enhance their competitiveness in the job market as well as make appropriate preparations whether they chose to pursue further studies, seek employment or create their own businesses. Taking into consideration the different needs of students at different stages, the center has designed a systematized guidance program that provides personalized professional guidance counseling as well as a diverse range of related information and services.

(1) Career aptitude testing
The Career Center conducts career aptitude testing and provides related guidance counseling. Using such tests as the Career Interest Inventory and Career Personality Aptitude System, the center helps students gain a preliminary understanding of their occupational aptitudes that can inform their subsequent career planning decisions.

(2) Campus recruitment activities
The Career Center invites successful enterprises to visit the campus to make company introductions and hold personnel recruitment activities and assists these enterprises in recruiting talented NTU graduates. Exemplary alumni are also invited to share their life and career experiences in the Alumni Talks lecture series. These efforts help NTU students and alumni seize job opportunities, understand the job market and find suitable employment.
(3) Individual resume and interview mentoring
   The Career Center helps students gain job interview opportunities by providing mentoring on ways to compose resumes that highlight their special talents and strengths so that they stand out from the crowd. The mentors are senior human resources personnel invited from different enterprises. Based on their own practical experience, the mentors address different industries and their different needs and provide one-on-one guidance in resume composition and interview skills that takes into account the qualities and needs of individual students.

(4) Career lectures
   The Career Center invites high-level executives from different industries to present lectures in which they reflect on the struggles and accomplishments of their careers. The speakers teach students how to foster appropriate attitudes and broaden their outlooks as well as how to shine a spotlight on their talents in a highly-competitive environment.

(5) Etiquette Workshop
   The Career Center puts on a 12-week Etiquette Workshop each semester, and has organized 10 workshops to date. The goal of the workshops is to teach students how to develop their moral characters and appropriate attitudes and how to adapt to their future careers. The workshops are led by distinguished executives from various fields that use discussions, mid-term tasks, book clubs and presentations of accomplishments to guide students in cultivating positive learning attitudes.

(6) CAREER Workshop
   To equip our students with the competitiveness and skills needed for the workforce, the center has launched the CAREER Workshop in which a series of lectures presented by renowned professionals from the private sector is made available. The lectures cover topics such as workplace etiquette, presentation and communication skills.

(7) Mentor Guidance
   The Mentor Guidance project was established to help our students understand the workplace and have a first-hand experience of its environment prior to entering the workforce. The project invites managers from the private sector to serve as mentors, who then provide their expertise in business operations and talk about their daily schedules as a business manager. The project also helps students make early preparations in the hopes to enhance their employment options.

(8) Last Mile Workshop
   The Last Mile Workshop has been helping students with important techniques such as writing resumes, doing well at interviews, making presentations, and learning about workplace attire and dressing since 2013. The workshop takes the form of hands-on practices so as to help the students overcome the last mile before entering the workforce.

(9) Freshman Lectures—self-exploration and career development
   The Career Center and the Student Counselling Center put together the Freshman Lectures in 2013 to help students learn more about themselves, explore their futures, cultivate basic skills for the workforce, all the while building personal confidence. The team of lectures, which consists of faculty members and professionals from the private sector, work towards helping students find their personal goals and directions so that they can better adapt and develop in the workforce.

Department / Career Center, Office of Student Affairs
Contact / (02) 3366-2046 ~ 2047
Website / http://career.ntu.edu.tw
Email / career@ntu.edu.tw

7. Overseas and mainland Chinese student assistance
   (1) Scholarships and grants
       Overseas Chinese students can apply for a number of NTU scholarships and grants each first and second semester. Every year, the scholarships total approximately NT$16 million, helping around 200 overseas Chinese students, and the grants come to around NT$900,000 million and support 220 students.

   (2) Overseas Chinese Student Insurance and National Health Insurance
       Before overseas Chinese students have resided in Taiwan for six months, the Overseas Community Affairs Council will subsidize insurance on behalf of the students; fees are divided evenly between the council and the students. All overseas Chinese students must join Taiwan’s National Health Insurance program six months after arriving in Taiwan, where the monthly insurance fee of NT$749 is self-financed by the students. In order to ensure their rights to medical care, starting 2014, economically disadvantaged overseas Chinese students may apply for an insurance subsidy by providing relative documentation of their financial status; fees are divided evenly between the council and the students.

   (3) Mainland Chinese student assistance
       Target Mainland Chinese students include students wishing to pursue a bachelor’s, Master’s or PhD degree. In coordination with government policy, NTU has formulated assistance mechanisms that provide services in the areas of life adaptation,
coursework, psychological counseling and extracurricular activities. These services help the students become a part of life in Taiwan and complete their studies smoothly.

<table>
<thead>
<tr>
<th>Department /</th>
<th>Overseas Students Advising Division, Office of Student Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact /</td>
<td>(02) 3366-3232</td>
</tr>
<tr>
<td>Website /</td>
<td><a href="http://gocfs.osa.ntu.edu.tw/main.php">http://gocfs.osa.ntu.edu.tw/main.php</a></td>
</tr>
<tr>
<td>Email /</td>
<td><a href="mailto:ntugocfs@ntu.edu.tw">ntugocfs@ntu.edu.tw</a></td>
</tr>
</tbody>
</table>

### 8. Student Activity Centers

(1) The Student Activity Center Administration Division oversees the First Student Activity Center and Second Student Activity Center, which are made available to student clubs, administrative units and academic units that wish to reserve venues for their activities. The centers provide space primarily for academic, arts and culture, and student club events as well as ceremonies and meetings. Student clubs that wish to make reservations are required to have their club advisors sign the application form.

(2) The First Student Activity Center serves as a venue for a number of regular arts and culture events, including the NTU Arts Festival, a joint student and faculty painting and calligraphy exhibition, the Photosynthesis Art Salon and the Arts and Culture Corridor exhibition. The center also works with student, faculty and staff clubs and associations to organize arts and culture activities. Starting 2014, the center participates in the planning of the graduation ceremony.

(3) NTU opened the Global Lounge on the third floor of the Second Student Activity Center in order to provide a space for the promotion of international student exchanges and activities. The lounge features such space and equipment as satellite television, video projectors, exhibition spaces, meeting rooms and cabinets displaying national flags from around the world. These facilities are made available to student clubs, administrative units and academic units to reserve for international activities.

(4) To provide counseling and service to the indigenous students of NTU, a resource center for indigenous students has been set up on the 10th floor of the Second Student Activity Center (Room 1004). The center features such facilities as computers, projectors, and light racks. The space is also used as the clubrooms of relative student clubs, such as the Kind Kids Friends Group and the IC Tribe club.

<table>
<thead>
<tr>
<th>Department /</th>
<th>Student Activity Center Administration Division, Office of Student Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact /</td>
<td>(02) 3366-3247 ~ 50 (First Student Activity Center)</td>
</tr>
<tr>
<td></td>
<td>(02) 3366-5595 ~ 97 (Second Student Activity Center)</td>
</tr>
<tr>
<td>Website /</td>
<td><a href="http://www.active.ntu.edu.tw/">http://www.active.ntu.edu.tw/</a></td>
</tr>
<tr>
<td>Email /</td>
<td><a href="mailto:acenter@ntu.edu.tw">acenter@ntu.edu.tw</a></td>
</tr>
</tbody>
</table>

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**Important Regulations from the NTU Academic Policies**

1. **Important Articles Concerning Instructors from the NTU Academic Policies**

**Article 13**

Student must select courses in accordance with the NTU Student Course Selection Guidelines and the course selection information officially announced for that semester.

**Article 16**

If a student retakes a course for which he or she previously earned a passing grade or which has been approved as a substitute for a previously taken course of the same name, the credit hours for the repeated course will not be counted towards the minimum number of credit hours required for graduation. However, this restriction will not apply when an individual department has other applicable regulations.

**Article 22**

The course instructor determines semester grades for each course through such evaluation methods as daily tests, regular exams, mid-term exams, final exams and other methods. The course instructor uses the Internet grade reporting system to report semester grades; once the reporting of the grades is completed and verified, the delivery of the grades in completed. Students may visit the academic affairs unit or go online to inquire about their semester grades for each course ten days after the end of final exams each semester. When students have questions regarding their semester grades, they may inquire directly with the course instructor if he or she still has questions.

**Article 23**

Students’ grades are divided into the two categories of academic grades and conduct grades. The highest grade is an A+ and the standard for a passing grade is C- (in number grading, the highest grade is 100 and the standard for a passing grade is 60). Courses of a special nature may adopt a pass/fail examination method after gaining approval through the college or department curriculum committee and an academic affairs meeting. Students will not receive credit hours for courses in which they earned a non-passing or failing grade.

**Article 25**

Instructors should handle all matters related to the delivery, late delivery and correction of grades in accordance with the regulations of the NTU Instructor Grade Delivery and Correction Guidelines.
Article 26
For students who fail to take a regular exam, mid-term exam or final exam without excuses, the grade for that exam will be calculated as a grade of X (zero in number grading).

Article 27
Students who have already earned non-passing grades for half or more of their total credit hours in one semester, and later earn non-passing grades for more than one-third of their total credit hours in a subsequent semester, will be ordered to withdraw from the university.

Article 28
Overseas Chinese students, international students, Mongolian and Tibetan students repatriated for higher education, Taiwan indigenous students and students who are the offspring of government personnel stationed abroad who have already earned non-passing grades for two-thirds or more of their total credit hours in one semester, and later earn non-passing grades for more than half of their total credit hours in a subsequent semester, will be ordered to withdraw from the university.

Article 29
The following students are not subject to the regulations of Article 27 and Article 28 of these Academic Policies:
1. Physically and mentally disabled students in Article 17-1, Paragraph 1, Subparagraph 2, of these Academic Policies
2. Students who do not take more than nine total credit hours of courses in one semester
3. Students selected or recommended due to outstanding athletic achievements

Article 30
Students who are unable to take a final exam due to official duties, acute illness, death of close family member or other temporary force majeure accident should, in accordance with the regulations of the NTU Student Leave of Absence Application Guidelines, request a leave of absence from the Office of Student Affairs Student Assistance Division (Students registered at the College of Social Sciences must request a leave of absence from the Branch Office of Student Affairs at the College of Social Sciences, and students registered at the College of Medicine or College of Public Health must request a leave of absence from the Branch Office of Student Affairs at the College of Medicine). Students may make up final exams once they complete the leave of absence request process.

Article 31
Make-up final exams should be administered at a designated time within two days after the start of classes the following semester as announced in the Academic Calendar; make-up final exams may be administered only once; students who should make up a final exam and miss the designated exam date may not make-up the final exam.

Article 32
If a student is found to have cheated on an exam, once the cheating has been verified, the grade for that course that exam will be calculated as a grade of X (zero in number grading) and the student will, depending on the severity of the circumstances, be subject to the disciplinary action of being given a demerit, ordered to withdraw from the university or dismissed as a student of the university.

Article 33
Students who are unable to attend class due to some reason must request a leave of absence in accordance with the Student Leave of Absence Application Guidelines of the Office of Student Affairs.

Article 34
Students who are absent without approval or absent after the end of a leave of absence period will be considered to be absent without excuses. One hour of unattended class is considered five hours of leave of absence.

Article 35
Students whose normal leave of absence hours for a course total one-fifth of the total class hours for the semester will have their grades for the course lowered by one letter grade level; students whose leave hours for a course total one-fourth of the total class hours for the semester will have their grades for the course lowered by two letter grade levels. If a course instructor has other rules, the instructor’s rules will apply. Students whose leave hours for a course total one-third of the total class hours for the semester will have their grades for the course registered as a grade of X.

Article 36
Students who have received approval for an official leave of absence or maternity leave, or students who have received approval on a special case basis due to special circumstances, will not be subject to the regulations of the foregoing article.

Article 51
Students who believe their ordered withdrawal or dismissal to be unlawful or inappropriate and in violation of their rights may provide evidence and file an appeal in accordance with the university’s Student Appeal Deliberation Guidelines; the appeal case will be handled after it receives approval from the Ministry of Education. Prior to the finalization of the appeal results, the student in question may continue his or her studies at NTU. However, if the results of the appeal uphold the original disciplinary decision, all grades received
from the time of the filing of the appeal to the finalization of the appeal results will not be recognized. If the student receives approval to resume studies after filing an appeal in accordance with regulations, but is not able to resume classes immediately, he or she may apply for a suspension for the period away from the university, and this period will not be calculated into the maximum time limit for suspension from the university.

Article 87
Students should keep all exam papers for one year; instructors should keep grade reporting files for four years for future reference.

2. Important Articles of the NTU Student Course Withdrawal Guidelines

Article 1
These guidelines are established for the purpose of handling cases in which students are unable to continue the study of a course due to special circumstances after the course add/drop period has ended.

Article 2
To apply for withdrawal from a course, a student should complete a course withdrawal application form and turn it in to the Office of Academic Affairs after obtaining approval from the department, graduate institute, or degree program providing that course.

Article 3
An application for withdrawal from a course should be submitted at least one month prior to the beginning of that semester’s exams as stipulated in the university’s Academic Calendar. Withdrawal applications due to special circumstances are not subject to this limit, and students are to obtain approval from the course instructor, the department, graduate institute, or degree program in which the course is provided, as well as the Office of Academic Affairs prior to the day of the final examination.

Article 4
Course withdrawal is limited to one course per semester. However, under special circumstances, students who obtain approval from the department, graduate institute, or degree program providing that course, as well as the dean of academic affairs will not be subject to this limit. After withdrawal from a course, Master’s and PhD students must still be enrolled in at least one course (including thesis and dissertation courses); Bachelor’s students must still be enrolled for at least nine credit hours, and continuing education Bachelor’s students must be enrolled for at least six credit hours. Students in the last year of their study term or students who have extended their study term must be enrolled in at least one course after withdrawal from a course.

Article 5
A course withdrawal must still be registered in that semester’s grade report and the student’s permanent academic record with “withdrawal” in the grade column. The credit hours for a course from which a student has withdrawn will not be included in the calculation of total credit hours for that semester.

Article 6
After withdrawal from a course for which credit hour fees (credit hour tuition and miscellaneous fees) should be paid, credit hour fees (credit hour tuition and miscellaneous fees) that have already been paid will not be refunded and those fees that have not been paid should be paid.

3. Nine-digit Student Number

(1) Meaning of each digit
The NTU student ID number consists of one alphabet and eight numbers. The meanings of the digits are as follow.

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Degree Type / Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s</td>
<td>Master’s</td>
</tr>
<tr>
<td>PhD</td>
<td>Continuing</td>
</tr>
<tr>
<td>Education (Bachelor’s)</td>
<td></td>
</tr>
<tr>
<td>Regular student 1</td>
<td>B</td>
</tr>
<tr>
<td>Exchange/student</td>
<td>T</td>
</tr>
<tr>
<td>Mid-career student</td>
<td>P</td>
</tr>
<tr>
<td>Industry-University program student</td>
<td>J</td>
</tr>
<tr>
<td>Direct PhD student</td>
<td></td>
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<tr>
<td>Industry/University Direct PhD student</td>
<td></td>
</tr>
<tr>
<td>Summer+ Program student</td>
<td></td>
</tr>
<tr>
<td>High school student</td>
<td>K</td>
</tr>
</tbody>
</table>
2nd and 3rd numbers: the academic year of first enrollment

4th number: the code for the college of attendance

5th and 6th numbers: the code for the department or graduate institute of attendance
For departments that are combined with a graduate institute, the department and institute codes are “0X” and “1X” respectively for Bachelor’s students and “2X” and “3X” respectively for Master’s and PhD students. The department and institute code for independent research institutes that have no Bachelor’s students and only Master’s and PhD students is “4X”.

7th number: the code for the division number.
The code for departments and graduate institutes that have not divided students into divisions is “0”. However, the seventh number of student numbers in which the first number is T, A or C is “1” for university-level exchange students, “2” for college-level exchange students and “3” for self-paying visiting students.

8th and 9th numbers: the student’s department or graduate-institute division serial number

(2) Examples
B95201052: represents a Bachelor’s student who enrolled at NTU in Year 95 on the Republic of China’s Minguo calendar (2006 on the Gregorian calendar), studies at the College of Science in the Department of Mathematics and has a serial number of 52.

D00628103: represents a PhD student who enrolled at NTU in Year 100 on the Republic of China’s Minguo calendar (2011 on the Gregorian calendar), studies at the College of Bio-Resources and Agriculture in the Department of Horticulture and Landscape Architecture and has a serial number of 52.

4. Offices: Student and Alumni Affairs
Office / Duties (according to applicant identification)

(1) Undergraduate Academic Affairs Division
1. Bachelor’s students and alumni of the Colleges of Liberal Arts, Social Sciences, Science, Engineering, Bio-Resources and Agriculture, Management, Electrical Engineering and Computer Science, Law and Life Science
2. College of Social Sciences: First-year Bachelor’s students of the Departments of Political Science and Economics and all Bachelor’s students and alumni of the Departments of Sociology and Social Work
3. College of Medicine: First-year Bachelor’s students of the School of Nursing and first- and second-year Bachelor’s students of all other departments

4. College of Public Health: First-year Bachelor’s students
5. Continuing education Bachelor’s students at all departments

(2) Graduate Academic Affairs Division
1. Master’s and PhD students and alumni of the Colleges of Liberal Arts, Social Sciences, Science, Engineering, Bio-Resources and Agriculture, Management, Electrical Engineering and Computer Science, Law and Life Science
2. Master’s and PhD students and alumni of the Departments of Sociology and Social Work and Graduate Institutes of National Development and Journalism

(3) College of Medicine’s Branch Office of Academic Affairs
1. College of Medicine: Bachelor’s students in their second or higher year and alumni of the School of Nursing and Bachelor’s students in their third or higher year and alumni of all other departments; Master’s and PhD students and alumni
2. College of Public Health: Bachelor’s students in their second or higher year and alumni

5. Offices: Grading and Transcripts
Office / Duties
College of Medicine’s Branch Office of Academic Affairs
● Courses offered by the College of Medicine and College of Public Health
Graduate Academic Affairs Division
● Graduate courses offered not included above
Undergraduate Academic Affairs Division
● Undergraduate courses offered not included above

NTU Student Course Selection Guidelines
(Website: http://host.cc.ntu.edu.tw/sec/All_Law/02/02-099.pdf)
Assisting new faculty swiftly establish independent research environments, and encouraging them to design academic research projects and engage in the NTU Aim for the Top University Project.

Resources for Teaching and Research

chapter

3
Library Services

1. NTU Library website
   http://www.lib.ntu.edu.tw/en

2. Taiwan University Library Information Processing Systems (TULIPS)
   http://tulips.ntu.edu.tw
   Search for library materials including books, periodicals, audio-visual materials and
   electronic resources

3. Mobile Website and App Service
   (1) NTU Library mobile website
   http://mobile.lib.ntu.edu.tw
   When using your mobile device, click on “Mobile” at the top right of the NTU Library
   homepage to access the mobile website. Or, enter the Library Catalog URL (http://
   tulips.ntu.edu.tw/en) and click on “Mobile” for the TULIPS mobile version. The mobile
   version of the NTU Library homepage allows users to search the Library Catalog and
   library databases and read about new book acquisitions.

   (2) NTU Library mobile app
   Download the free NTU Library mobile app using your mobile devices. The app
   can be used to search the Library Catalog, reserve library materials and renew loan
   periods, view recent library news, access databases, read about new book acquisitions
   and receive announcements. The app also allows you to search the Library Catalog
   by scanning the ISBN/ISSN barcodes on books.
   1. The app currently supports Apple iOS and Android. Please visit the App Store or
      Google Play and search for “NTU Library” to download this useful app.
   2. To download the app, go to:
      ntulibrary

4. Subject Librarians
   (1) The subject librarian service was set up so as to serve as the bridge between the
       library and instructors.

   (2) Subject librarians assist instructors custom design lectures to meet their teaching needs.

   (3) Subject librarians assist instructors select text and reference books for their courses,
       and help instructors formulate book lists for their research projects.

   (4) Subject librarians also assist departments and graduate institutes collect resources for
       subject-specific libraries.

   (5) For more information about subject services, please go to the NTU Library homepage
       and click on “Subject Librarians,” or go to: http://help.lib.ntu.edu.tw

5. Library Access and Loans
   (1) Full-time faculty holding a faculty ID card issued by the Personnel Department can gain
       immediate access to all of the NTU Library’s materials and facilities by applying for a
       library card at the NTU Library.

   (2) Full-time faculty and visiting professors are permitted up to 80 items when borrowing
       books and audio-visual materials and part-time faculty are allowed up to 20 items.

   (3) For more details on loan services, please go to the NTU Library homepage and click
       on Faculty.
       http://www.lib.ntu.edu.tw/node/976

   (4) Inspection and loaning of books purchased with research funding: to meet faculty research
       needs, the library provides long-term loaning services for books purchased with
       Ministry of Science and Technology research project funding, and funding for the
       purchase of books for new teachers. These books can be loaned for a period of 998
       days. See detailed instructions on our website:
       http://www.lib.ntu.edu.tw/node/749

6. NTU Library System Interlibrary Loan and Photocopying Services
   (1) Interlibrary loan service: This service allows you to apply online to check out books
       from other libraries in the NTU Library system, giving you convenient access to books
       in circulation at the General Library (including the libraries of the Departments of
       Physics, Chemistry, Mathematics, and Library and Information Sciences, Institute of
       Oceanography, and College of Law), the Law and Social Sciences Library (including
       the Law and Political Science Research Library and Library of the Graduate Institute
       of Economics) and the Medical Library.

   (2) The Interlibrary Loan Service Guidelines are available at:
       http://www.lib.ntu.edu.tw/node/104
3. For-fee photocopying service for periodicals: This service allows you to apply online for photocopies of journal articles for a fee. It covers periodicals at the General Library (including the libraries of the Departments of Physics, Chemistry, Mathematics, and Library and Information Sciences, Institute of Oceanography, and College of Law), the Law and Social Sciences Library (including the Law and Political Science Research Library and Library of the Graduate Institute of Economics) and the Medical Library.

4. The guidelines for the for-fee photocopying service for periodicals are posted at: http://www.lib.ntu.edu.tw/node/743

7. Journal Article Delivery Express (JADE)
   (1) The JADE service helps you obtain journal articles not available at the NTU Library from overseas libraries in up to 24 hours; there is a 5 NTD charge per page.
   (2) More details about the JADE service are available at: http://www.lib.ntu.edu.tw/JADE

8. National Interlibrary Loan Service
   (1) NTU Library enjoys interlibrary loan agreements with more than 100 libraries in Taiwan. NTU faculty and students can visit the NTU Library to apply for an interlibrary loan card that can be used to check out books at cooperating libraries. Full-time NTU faculty members can check out books at National Taiwan Normal University using their NTU faculty ID cards. For details, visit: http://www.lib.ntu.edu.tw/node/110
   (2) The Nationwide Document Delivery Service (NDDS) allows you to apply online to check out books and request photocopies of journal articles from cooperating libraries in Taiwan. Details are available at: http://www.lib.ntu.edu.tw/node/157

9. Video Services
   (1) Audio-Visual@Online
       http://multimedia.lib.ntu.edu.tw/
       Instructors can upload audio-visual materials for their courses to Audio-visual@Online, and students can access the material by logging on to the system with their Computer and Information Networking Center Internet account number and password.
   (2) Audio-Visual Focus
       http://focus.lib.ntu.edu.tw/
       Users can find professional reviews, introductions, and original soundtracks for the movies available at NTU Library on the Audio-Visual Focus website.

10. Room Reservation Services
    (1) Multimedia Center large and small group room and areas reservations
        One 50-person group room and two three-to-ten-person group rooms on the fourth floor of the NTU Library are available for reservation by instructors who wish to present library materials for teaching purposes. To reserve a room, call 3366-2334 or apply online at: http://cvweb.lib.ntu.edu.tw/main/intro/room_intro.htm
    (2) Study carrel reservations
        1. Study carrels on the second to fourth floors of the NTU Library can be reserved by full-time faculty, postdoctoral fellows and PhD students for one month each time.
        2. To reserve a study carrel, present your faculty ID or student ID at the circulation desk on the first floor of the NTU Library. Rules for the reservation and use of library study carrels and an application form are available at: http://www.lib.ntu.edu.tw/node/165

11. Library Tours and Instruction Classes
    (1) NTU Library arranges personalized tours and library instruction classes aimed at helping readers become more familiar with the library’s resources and improve their document search skills so they can take advantage of all the library has to offer. You are welcome to apply and arrange class times. Library personnel will design tours and introduce library services and database resources and usage based on your needs.
    (2) For more information and application details, go to the NTU Library webpage for library tours and classes.
        http://www.lib.ntu.edu.tw/node/59
        Library Tours website at: http://www.lib.ntu.edu.tw/node/194
        Contact for Reference and Extension Services Division: (02) 3366-4551

12. NTU Library E-Learning Center
    (1) The NTU Library E-Learning Center offers a diversity of e-learning classes on topics in the areas of library usage skills, literature and drama, language learning and computer skills. The center also offers simultaneous online classes for mobile devices.
    (2) For more information and a listing of classes, visit the E-Learning Center’s website at: http://elearning.lib.ntu.edu.tw/
        Contact for Multimedia Service Division: (02) 3366-2335
13. NTU Institutional Repository

http://ntur.lib.ntu.edu.tw/

The NTU Institutional Repository archives the university's academic research output, including journal articles, conference papers and research reports, and allows you to perform full-text searches. Faculty members are invited to present their works for archiving in the repository or provide links to their works. By doing so, the authors will draw increased visibility to themselves and the university.

14. NTU Scholars Gateway

http://sg.lib.ntu.edu.tw/

NTU Scholars Gateway systematically collects and selects outstanding educational and research resources in all fields from open access electronic academic websites in Taiwan and abroad.

15. NTU Web Archiving System

http://webarchive.lib.ntu.edu.tw/

The NTU Web Archiving System is an online archive of significant websites in Taiwan that places a priority on topics concerning NTU. Using web history to archive organizations, Taiwan and history, NTUWAS is a website of great local and historical value that works toward goal of preserving a record of Taiwan on the Internet.

16. NTU Library

(1) Subscribe to the Library e-Newsletter at:
http://www.lib.ntu.edu.tw/node/225

(2) NTU Library Facebook page
http://www.facebook.com/NTULIB

Join the NTU Library Facebook page to get the latest news and information.

(3) NTU Library on Plurk
http://www.plurk.com/NTULIB

The NTU Library offers three service applications on the social networking and micro-blogging service Plurk. Recent library news and new book acquisitions are posted on the Plurk timeline and readers can use a robot librarian to search the Library Catalog.

17. NTU Find Book service application

(1) You can use the NTU Find Book app to check whether NTU Library already has in its catalog books you might be considering purchasing at such local and international online books stores as Amazon, books.com.tw, Kingstone and Eslite.

(2) Website: http://beta.lib.ntu.edu.tw/?p=261
permits them to sign in to the course blog and use it to upload and edit their course work. This has the advantage of allowing students to read and critique each other’s work. You can also select settings that permit teaching assistants to correct their students’ work.

### 5. Applications and Software Courses

**Service Description:** The Computer and Information Networking Center offers basic and continuing education courses on the use of a variety of applications and software.

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<thead>
<tr>
<th>Department /</th>
<th>System Design Division, Computer and Information Networking Center</th>
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<tr>
<td>Contact /</td>
<td>(02) 3366-5515</td>
</tr>
<tr>
<td>Website /</td>
<td><a href="http://m.ntu.edu.tw/">http://m.ntu.edu.tw/</a></td>
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### 6. Distance Learning Classroom

**Service Description:** The Distance Learning Classroom provides systems and facilities for a multimedia Internet learning environment.

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<thead>
<tr>
<th>Department /</th>
<th>E-Learning Division, Computer and Information Networking Center</th>
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<tr>
<td>Contact /</td>
<td>(02) 3366-5047</td>
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<tr>
<td>Website /</td>
<td><a href="https://teach.cc.ntu.edu.tw/distance.htm">https://teach.cc.ntu.edu.tw/distance.htm</a></td>
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### 7. Internet Service Account Number

**Service Description:** Your NTU Internet service account number is required if you wish gain access to the university’s numerous information systems. Please complete the online application as soon as possible after receiving your faculty and staff number. The NTU information systems requiring your account number include email, personal web pages, cloud computing services, wireless Internet, virtual private networks, blogs, Internet teaching platforms, downloading of licensed software, personnel attendance, project accounting inquiries, financial management and procurement applications.

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<th>Department /</th>
<th>Information Management Division, Computer and Information Networking Center</th>
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<td>Contact /</td>
<td>(02) 3366-5022</td>
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<tr>
<td>Website /</td>
<td><a href="http://apply.cc.ntu.edu.tw">http://apply.cc.ntu.edu.tw</a></td>
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### 8. NTU Mail 2.0 Email Service

**Service Description:** The Computer and Information Networking Center introduced the NTU Mail 2.0 email service in 2011. This advanced service provides the NTU faculty with stable, secure email accounts that feature high storage volume and mobile synchronization. Email addresses are constructed as username@ntu.edu.tw. In addition to 10 gigabytes of storage space, NTU Mail 2.0 offers email readers and interfaces, as well as synchronization of emails, contacts and calendars for smart phone users. All emails are filtered through a secure system in order to ensure junk mail and viruses do not enter personal email boxes.

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<th>Department /</th>
<th>Network Management Division, Computer and Information Networking Center</th>
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<tr>
<td>Contact /</td>
<td>(02) 3366-5022</td>
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<tr>
<td>Website /</td>
<td><a href="http://www.cc.ntu.edu.tw/mail2.0/">http://www.cc.ntu.edu.tw/mail2.0/</a></td>
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### 9. Personal Web Pages

**Service Description:** The Computer and Information Networking Center provides web space for units, clubs, faculty members and students to create personal web pages.

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<th>Department /</th>
<th>Information Management Division, Computer and Information Networking Center</th>
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<tr>
<td>Contact /</td>
<td>(02) 3366-5022</td>
</tr>
<tr>
<td>Website /</td>
<td><a href="http://oper.cc.ntu.edu.tw/docs/student_homepage.html">http://oper.cc.ntu.edu.tw/docs/student_homepage.html</a></td>
</tr>
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### 10. Copyrighted Software

**Service Description:** The Computer and Information Networking Center allows you to download many types of licensed operating systems and software. Moreover, by using NTU SoftBank, faculty and students can conveniently use software procured by the center without needing to install it.

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<th>Department /</th>
<th>Information Management Division, Computer and Information Networking Center</th>
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<tr>
<td>Contact /</td>
<td>(02) 3366-5022</td>
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### 11. VHS File Conversion Service

**Service Description:** The Computer and Information Networking Center provides DVD recorders for the conversion of VHS tapes to DVDs.
12. Poster Printing Service
Service Description: The Computer and Information Networking Center provides poster printing services to all faculty and students.
Department / Information Management Division, Computer and Information Networking Center
Contact / (02) 3366-5022
Website / https://oper.cc.ntu.edu.tw/posterprint/

13. High Performance Computing
Service Description: The Computer and Information Networking Center offers high performance computing services in order to help campus research groups accelerate their experiments.
Department / Information Management Division, Computer and Information Networking Center
Contact / (02) 3366-5026
Website / http://grid.ntu.edu.tw

Service Description: NTU’s cloud computing services include NTU VM (virtual machine), NTU Backup, NTU Space and NTU AppShare. NTU VM and NTU Backup help research groups and administrative units address their computing, security and information backup needs. NTU Space provides 25 gigabytes of always-accessible storage space as well as file sharing and cloud printing services. With your web browser, NTU AppShare allows you to take advantage of licensed cloud-based applications and resources that meet your computing needs at any time.
Department / Information Management Division, Computer and Information Networking Center
Contact / (02) 3366-5010
Website / https://www.cloud.ntu.edu.tw

15. Wireless Internet
Service Description: NTU enjoys wireless Internet and an intercampus Internet roaming environment, meaning you can access the Internet from anywhere at any time.
Department / Network Management Division, Computer and Information Networking Center
Contact / (02) 3366-5011
Website / http://ccnet.ntu.edu.tw/wireless/

16. ADSL
Service Description: NTU has worked with Chunghwa Telecom to bring ADSL to every corner of the NTU campus system.
Department / Network Management Division, Computer and Information Networking Center
Contact / (02) 3366-5011
Website / http://ccnet.ntu.edu.tw/ADSL/

17. Virtual Private Networks (VPN)
Service Description: Virtual private networks allow NTU’s Internet users to connect directly to Internet Protocol addresses of the campus’s network from non-NTU Internet environments. Virtual private networks can be used for such restricted IP addresses as those for NTU Library’s electronic periodicals.
Department / Network Management Division, Computer and Information Networking Center
Contact / (02) 3366-5006
Website / http://ccnet.ntu.edu.tw/vpn/InternationService.html

18. NTU VoIP
Service Description: The NTU VoIP service allows you to place and receive telephone calls over the Internet from anywhere. You can also use the service to make free calls to phone numbers with NTU’s 3366 toll-free number prefix. NTU VoIP supports voice mail and web conferences and allows callers located off campus to connect to the NTU telephone system using Skype. NTU’s smart phone users can also use NTU VoIP to place free calls to numbers in the NTU system.
Department / Network Management Division, Computer and Information Networking Center
Contact / (02) 3366-5006
Website / http://ntuvoip.ntu.edu.tw

19. 24-hour Web Security Monitoring and Detection Service
Service Description: The Computer and Information Networking Center provides 24-hour web security monitoring and detection services that prevent hackers from embedding malware such as Trojan horses in campus websites and ensures Internet security for NTU’s Internet users.
Department / Network Management Division, Computer and Information Networking Center
Contact / (02) 3366-5010
20. Web Vulnerability Scanning

Service Description: The Computer and Information Networking Center scans for Internet security vulnerabilities in order to help identify inappropriate website management settings and loopholes in web software and presents solutions recommendation reports to lower the risk of a successful attack.

Department / Network Management Division, Computer and Information Networking Center
Contact / (02) 3366-5013
Website / http://mozart.cc.ntu.edu.tw/

21. Website Personal Data Leakage Scanning

Service Description: The Computer and Information Networking Center conducts scans to prevent the leakage of personal data from websites built by the university’s users. The center targets frequently used data categories at each academic unit in automatically scanning for a range of leaked personal data, including ID numbers, addresses and mobile phone numbers. The center produces lists of websites containing leaked personal data in order to help academic units conduct evaluations and plan responses.

Department / Network Management Division, Computer and Information Networking Center
Contact / (02) 3366-5013
Website / http://privacyscan.cloud.ntu.edu.tw/index.php

Publication Service

National Taiwan University Press compiles, publishes and distributes academic works across a spectrum of fields. The university publisher invites faculty members to submit contributions for academic book series or other manuscripts. For more information on how to make a submission, stop by NTU Press or visit its website and click on “I want to make a submission.”

NTU Press helps faculty members and students conveniently purchase textbooks for classes through its group book order service for faculty members. Before the start of each semester, interested faculty members can complete a Textbook Order Service Application Form and send it by fax or email to NTU Press. For details, visit the NTU Press homepage and click on “Order Services.”

Digital Resources

1. CEIBA Electronic Course Management System

CEIBA (collaborative enhanced instruction by asynchronous learning) is a course management system developed and maintained by the Center for Teaching and Learning Development in collaboration with the Computer Information Management Division. The system primarily assists instructors in designing course websites and providing online teaching materials. Using the functions of the CEIBA platform facilitates teaching and learning. The center offers CEIBA training classes each semester and provides regular teaching support and consultation related to the operation of the platform. All faculty members are encouraged to take full advantage of the benefits CEIBA has to offer.

Department / Multimedia and E-Learning Division, Center for Teaching and Learning Development, Office of Academic Affairs
Contact / (02) 3366-3367 #532
Website / http://ctld.ntu.edu.tw/digital/digital_01_02.php

2. NTU OpenCourseWare

NTU joined OpenCourseWare (OCW) to promote the sharing of educational resources and to implement the concept of constructing a lifelong learning environment so that more people across the globe can enjoy the benefits of a free and open education. In response to the global call for social and educational responsibility as well as to gain global visibility, NTU’s OpenCourseWare website has been featuring a multitude of outstanding quality courses in various fields and subjects. As a result of our efforts, our OCW website was awarded the Site and Course Awards for OpenCourseWare Excellence (ACE) in 2014.

Department / Multimedia and E-Learning Division, Center for Teaching and Learning Development, Office of Academic Affairs
Contact / (02) 3366-3367 #584
Website / http://ctld.ntu.edu.tw/digital/digital_01_08.php
3. NTU Speech
Set up by the Center for Teaching and Learning Development, NTU Speech presents a variety of precious speech and lecture video footages while making them available online (video on demand). The website also features upcoming lectures and speeches that have been posted on the NTU Announcement Board.

Department / Multimedia and E-Learning Division, Center for Teaching and Learning Development, Office of Academic Affairs
Contact / (02) 3366-3367 #534
Website / http://ctld.ntu.edu.tw/digital/digital_01_08.php

4. YouTube Edu
National Taiwan University’s YouTube Edu program was launched in 2013 under the goals to share the rich and diverse aspects of NTU’s education. The program has posted a joint of 231 videos in its three channels, “Campus,” “Course,” and “NTU Focus,” and has accumulated up to 79 hits so far. Through the video channels, NTU is able to promote its global vision and enhance its international image and global visibility.

Department / Multimedia and E-Learning Division, Center for Teaching and Learning Development, Office of Academic Affairs
Contact / (02) 3366-3367 #536
Website / NTU Campus https://www.youtube.com/user/ntutw/
NTU Courses https://www.youtube.com/user/ntucourses/
NTU Focus https://www.youtube.com/user/ntufocus/

5. MOOCs – NTU Coursera
NTU was invited to the world’s largest Massive Open Online Course (MOOC) education platform, Coursera in 2013 and has since been proactive in inviting experienced and outstanding instructors to provide world class courses produced with creative imaging, educational designs, and innovative internet technology. NTU Coursera now has the four most popular Chinese-language MOOCs on Coursera, including Qin Shi Huang,” “Probability,” “The Red Chamber Dream,” and “Shi-ji (1)”. For more information, click on the website below.

Department / NTU MOOCs Project, Office of Academic Affairs
Contact / (02) 3366-3133
Website / https://www.coursera.org/taiwan

Accounting Service
http://www.ntuacc.ntu.edu.tw/news/news_list.jsp

1. Introduction to the Accounting Department
The Accounting Department serves the university’s accounting needs and works in accordance with current regulations to support the development of the university’s operations and ensure its sound financial development. The department comprises four sections: the Auditing Section, Budgeting Section, Accounting Section and University Fund Section. The department’s main tasks include drafting the university’s budget estimates, formulating implementation plans and estimates of revenues and expenditures, allocating campus budgets, managing and auditing budgets, implementing and auditing revenues and expenditures projects (subsidies, contracts, extension education and donations), reviewing the university’s financial soundness and the enhancement of internal controls, drafting payment receipts, and compiling monthly reports and final accounts.

2. Auditing Section
The Auditing Section works to strengthen internal auditing work and help the university promote internal auditing efficiency. The section performs the auditing of invoices in accordance with the “Handbook of Expenditure Standards and Internal Auditing Process” of the Executive Yuan Directorate General of Budget, Accounting and Statistics as well as the Budget Act, Accounting Act and Internal Auditing Handling Standards. It also adheres to the university’s management regulations for self-raised revenues and account balances, facilitates communications with its professional accounting knowledge and conducts regular and irregular audits. The Auditing Section’s goal is to maintain sound finances, implement government regulations, raise administrative efficiency and prevent fraud.

3. Tasks of the Auditing Section
(1) Conducting internal audits and collaborating with the handling of official documents required by regulations

(2) Handling vouchers and auditing work for division budgets (teaching, research, training and counseling expenditures, management and general affairs fees, personnel costs, fixed assets expenditures, and student official-duty fees and awards), Aim for Top University Project and school coordination funds, subsidies and coordination funds of the Ministry of Education and other government agencies, and working professional program budgets
(3) Handling monitoring work, including bidding process monitoring, inspections, and financial auditing, for construction and renovation, financial, and labor procurements made under division budgets, the Aim for Top University Project, projects using contract or subsidized funding, and working professional programs

(4) Handling monitoring work, including bidding process monitoring, inspections, and financial auditing, for vouchers and auditing work as well as financial, labor, and equipment procurements for projects commissioned by the Ministry of Science and Technology, Council of Agriculture or other government agencies, projects commissioned by non-governmental organizations, extension education projects and donations

(5) Handling expenditure vouchers and auditing work for student recruitment budgets, receipts under custody, and expenditure vouchers auditing for project budget surpluses

(6) Printing of unified receipts, disbursement, safekeeping, and expenditure cancellation management for self-raised revenues

Department / Auditing Section, Accounting Department
Contact / (02) 3366-2075 Section Director
(02) 3366-2115 Student Worker (transfer to staff of related area)

1. Budgeting Section
The Budgeting Section works to raise the efficiency of the university’s financial planning and improve budget implementation performance and results. Working in accordance with the Budget Act (including Principles of Compiling Budgets and Guidelines for Implementing Budgets), Accounting Act, Directions for Implementation of Subsidiary Agencies of Central Government Budget and Financial Statement Act, the Budgeting Section controls expenses in accordance with budget allocation amounts and compiles monthly accounting reports and semi-annual and annual financial statements based on the budget implementation status in order to draft the university’s budgets and budget estimates and distribute annual budget allocations. The section adopts a service oriented approach to strengthen communication with and resolve problems at organizational units, colleges, departments and institutes in order to help the university establish financial soundness and improve its management and service performance.

2. Tasks of the Budgeting Section
(1) Drafting budgets and budget estimates, final accounts, semi-annual financial statements, and monthly accounting reports
(2) Compiling annual statistical reports and Ministry of Education statistical reports

(3) Allocating annual budgets for the entire university system
(4) Applying for Ministry of Education subsidies and distributing subsidies to university units
(5) Expense control, accounts handling and voucher management and review
   a. University expenses, including capital expenditures for such matters as teaching, training and counseling, management and general affairs, student official duty fees and stipends, and library materials and instruments (each college, special projects, new faculty, educational improvements, inter-college instruments, libraries, the Computer and Information Networking Center equipment)
   b. Commissioned cooperative education with local governments and non-governmental organizations
   c. The collation of and listing of depreciation and amortization for all university assets accounts, including real estate, moveable property and intangible assets
(6) Attending budget auditing committees in order to provide necessary management analysis reports and consultation

Please contact for all account related questions
Department / Budgeting Section, Accounting Department
Contact / (02) 3366-2067 Section Director
(02) 3366-2072 Budgeting Section Clerk (transfer to staff of related area)

1. Accounting Section
The Accounting Section handles budget management, the compilation and safekeeping of vouchers, account books and accounting reports, and expense account settlement reporting matters for subsidies and commissioned projects of the Ministry of Science and Technology, Council of Agriculture and other central government agencies in accordance with the Accounting Act, Internal Auditing Handling Standards and Expenditure Voucher Handling Guidelines as well as contracts and regulations concerning subsidies and commissioned organizations of the Ministry of Science and Technology, Council of Agriculture and other central government agencies (with the exception of the Ministry of Education’s Aim for the Top University Project).

2. Tasks of the Accounting Section
(1) Collaborating on the handling of official documents for amended or revised regulations related to subsidies and commissioned projects of the Ministry of Science and Technology, Council of Agriculture and other central government agencies (with the exception of the Ministry of Education’s Aim for Top University Project).
(2) Collaborating on the handling of official documents for project applications, payment requests, budget controls, expense modifications, and applications for exceeding budgets for the Ministry of Science and Technology, Council of Agriculture and other central government agencies (with the exception of the Ministry of Education’s Aim for Top University Project).

(3) Handling budget reallocations for subsidized special projects of the Ministry of Science and Technology.

(4) Handling the compilation of vouchers, account books and accounting reports, safekeeping related original vouchers and account books, and handling expense account settlement reporting matters for subsidies and commissioned project budgets of the Ministry of Science and Technology, Council of Agriculture and other central government agencies (with the exception of the Ministry of Education’s Aim for Top University Project).

(5) Handling the compilation of vouchers, account books and accounting reports and safekeeping related original vouchers and account books for funds held in safekeeping and guarantee deposits.

(6) Collaborating official documents for funds held in safekeeping and guarantee deposits.

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<th>Department /</th>
<th>Accounting Section, Accounting Department</th>
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<tr>
<td>Contact /</td>
<td>(02) 3366-2088 Section Director</td>
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<td>(02) 3366-2077 Accounting Section Clerk (transfer to staff of related area)</td>
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1. University Fund Section

The University Fund Section handles accounting matters for self-raised revenue, revenue from tuition and miscellaneous fees, account balances, and the Ministry of Education’s Aim for Top University Project in order to facilitate the university’s effort to pursue financial autonomy, develop funding sources and reduce the burden on the government. The section works in accordance with the Accounting Act, National University and College General Affairs Fund Establishment Rules, National University and College General Affairs Fund Management and Supervision Regulations, National University and College General Affairs Fund Self-Raised Revenue and Expenditures Management Regulations, five management regulations governing self-raised revenue and account balances, and the Aim for Top University Project Budget Usage Regulations.

2. Tasks of the University Fund Section

(1) Handling official documents for the compilation and safekeeping of vouchers, account books and accounting reports related to the management of account balances for self-raised revenue items, including extension education revenues, facilities and equipment revenues, technology transfer royalty revenues, revenues from donations, cooperative education project budget surpluses, and university main campus management fees.

(2) Handling official documents for the compilation and safekeeping of vouchers, account books and accounting reports related to the handling of accounts for tuition and miscellaneous fees revenues and refunds.

(3) Handling official documents for the compilation and safekeeping of vouchers, account books and accounting reports related to the management of account balance items, including registration fees, testing fees, labor and materials fees, working professional programs.

(4) Handling official documents for the compilation and safekeeping of vouchers, account books and accounting reports related to receipts under custody.

(5) Handling official documents for the compilation and safekeeping of vouchers, account books and accounting reports, the modification of budget processes and the adjustment of budgets related to budget controls for the Ministry of Education’s Aim for Top University Project.

(6) Stamping checks.

(7) Sending, receiving and registering official documents of the comptroller office.

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<th>Department /</th>
<th>Fund Section, Accounting Department</th>
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<tr>
<td>Contact /</td>
<td>(02) 3366-2097 Section Director</td>
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<td>(02) 3366-2100 Fund Section Clerk (transfer to staff of related area)</td>
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Cashier Services

The Cashier Division website (http://cashier.ga.ntu.edu.tw/) provides information for inquiries and download links regarding division staff and duties, document downloads, and related regulations. The website also provides direct links to division service systems, including the income tax report system, reimbursement and billing statement tracking system, and factory/enterprise goods payment inquiry system. Vital information to be
announced or service items that users frequently ask about are listed immediately in the Latest News section to provide the latest information.

1. Services

(1) Issuing petty cash
For expense items under NT$6,000 in education support funding reported by a college, department or graduate institute, the information is given in the Petty Cash section at the Cashier Division website. After approval by the Auditing Division, Comptroller Office, the payee can bring his or her ID card and seal to the Cashier Division registration desk 1 to collect the petty cash.

(2) Issuing checks
The check recipient must bring his or her own ID and seal to the Cashier Division registration desk 1 to receive the check. If the check is to be picked up by someone other than the recipient himself/herself, a letter of attorney authorizing receiving the check is required, along with the recipient's seal as well as the ID and seal of the person receiving the check. If the recipient is a committee member outside the university and his/her seal is not available, the person picking up the check shall also bring the seal of the project investigator or unit supervisor to collect the check at the Cashier Division registration desk 1.

(3) Various payment services
Registration desks 3 to 5 at the Cashier Division handle payments, such as faculty ID fee, security deposit, accommodation fee, venue fee, return of remaining funds, remuneration of excess expenses, parking fees, patent fees, utilities, donations, labor and health insurance, public insurance, retirement pension, and remuneration of personnel expenses, special waste bag fees. Each processing unit shall create, print, and approve the payment form with seal through the school's accounting system "Generate Payment Form" template. The form shall be brought by the payer to the Cashier Division for payment.

(4) Generate various receipts for advanced loans
If the service unit has usage fees for venues, equipment, and computing machines at the university for academy-industry cooperation activities, please visit the university accounting system "Generate Payment Form" template → "C Advanced Loan Receipt" to create and print "Advanced Loan for Independent Payment within the University Centralized Receipt Application Form." The form should be approved with seal and be processed at Cashier Division registration desk 2. Those who need advanced receipts for reimbursements required from institutions and companies outside the university should bring the official document approved by a level one supervisor to Cashier Division registration desk 2.

(5) Inquiry of remittance
Please visit the Cashier Division website/incoming wire inquiries (http://cashier.ga.ntu.edu.tw/remittance) to inquire about remittances to the school’s account for various applications of subsidy, grant, and industry-university cooperation funding submitted by faculty members to outside institutions (government agencies, enterprises). The website will periodically announce payment items that have not been received in response to inquiries from service units. Since it involves personal information protection, this inquiry service does not provide information of the remitter; please contact internal extension number 63735 at the Cashier Division to inquire about the remitter's information.

(6) Income Tax Report
After a faculty member engages in a research project, regarding the related personnel expenses, such as for investigators, assistants, and temporary workers, please utilize "Taiwan University Reimbursement and Billing System" (http://ntuacc.cc.ntu.edu.tw/acc/index.asp) and click on "Service fee for income tax report."

(7) Visiting professor remuneration
Limited to scholars who are employed and subsidized by the Ministry of Science and Technology.

1. For those who stay less than 183 days of a single tax year after arriving in Taiwan, the tax withholding rate is 6% for monthly salaries of under $28,570 (inclusive) and the tax withholding rate is 18% for monthly salaries of over $28,571 (inclusive).

2. For those who stay more than 183 days within a single tax year after arriving in Taiwan, the income tax withheld will be processed according to the regulations for individuals residing in the Republic of China. In other words, the fixed salary total can be charged, based on monthly total pay, according to the tax amount listed in the tax chart or using a fixed 5% (tax withholding will be waived if the withheld amount for each month would not exceed $2,000).

3. Please submit the following documents to the Cashier Division after registering with the Personnel Division:
   (1) Persons of foreign nationality
       a. Stays of over 183 days: copy of the back and front sides of the residence permit (including ID number) or one photocopy of ID number basic information form. Stays of less than 183 days: one photocopy of passport (including travel documents).

b. One photocopy of the front side of the post office deposit book.
c. Those who stay more than 183 days must provide one copy of Salary and Income Recipient Tax Exempt Amount Application Form.

(2) Persons from mainland China
a. One photocopy of the Exit & Entry Permit of the Republic of China.
b. One photocopy of passport (including entry records).
c. One photocopy of the front side of the post office deposit book.

d. Those who stay more than 183 days must provide one copy of Salary and Income Recipient Tax Exempt Amount Application Form.

4. If a person has processed withholding tax based on the status of residing in the Republic of China for less than 183 days at the time of resignation, the difference in the tax withheld shall be paid based on non-resident status. People with the following conditions will also be taxed as non-residents: people with Taiwan nationality who have cancelled their household certificate (no residence in Taiwan), people who have household registration but have no record of entering Taiwan within a single tax year, or people who resided for less than 31 days within a single tax year and their center of life and economic activity is not in the territory of the Republic of China.

(6) Income from professional practice
In accordance with income tax law, compensation paid to lawyers, accountants, architects, technicians, doctors, performers and others who make a living with artistic skills should be included in the income tax withheld from professional practice and shall be reported for tax filing income from professional practice. Compensation that exceed NT$20,000 shall have 10% tax withheld based on the paid amount.

(9) Savings deposits for civil servants
Based on voluntary participation, a fixed amount will be deposited into a civil servant’s account each month when his or her salary is paid; the savings is available for withdrawal at any time. The interest rate will be based on two-year savings floating interest rate announced by the post office. The maximum amount of each deposit is NT$10,000 and the maximum balance is NT$700,000. The interest rate for the portion that exceeds the limit will be calculated according the current savings account interest rate. Applicants please request a post office savings account application form at the Cashier Division, and visit the post office to process the application. For those who already have a military, public and teaching personnel savings account at the post office, please directly provide the Cashier Division with a photocopy of the front cover of the post office deposit book.

(10) Payment procedure
1. Salary payments of the university (including all types of income reimbursements) are integrated and paid via post office accounts in accordance with the Guidelines for Handling Salary Remittance for the Central Government Organizations and University Employees.

2. Please use the post office account for all external committee member income (attendance fees, transportation subsidies, lecture fees, thesis examination fees, teaching evaluation fees, hourly fees for lectures, collaborative investigation fees, copywriting fees, fees for writing evaluations, essay editing fees, expert consultation fees). If a person does not have a post office savings account and needs to use other financial institutions to receive a payment, please carefully check the account information of the payee and fax to 2365-1431 and the Cashier Division will handle the information set up. To use the form please visit Cashier Division website under the Office of General Affairs → ”Download File” → External Committee Member Bank Transfer Application Form”.

3. For personal miscellaneous expenses or advance money from project funding or unit funding, please handle the expenses through accounts in the post office or Hua Nan Commercial Bank. If the expenses are handled through accounts in other financial institutions, the applicant shall pay the NT$30 wire fee for wirings of under NT$2 million. If additional accounts are preferred, please fax a copy of the front cover of the deposit book with ID number written on it to 2365-1431 for the Cashier Division to set up account information.

4. For each transaction for external committee members for various incomes submitted through accounts in other financial institutions, the school has to pay a NT$10 service fee. In order to reduce university expenses, all service staff in various reimbursement and billing units shall use post office savings accounts as much as possible. The method of creating electronic files is the same for external committee members who submit their account information for post office or bank accounts; however, since the account number format is different for the post office and banks, individualized cashier processing is needed. Accounting staff, please work in accord with the individual billing format.

5. In principle, vendor payments are handled through a financial institution account and money wire fees must be paid by the applicant. Please inform new vendors to provide a copy of the cover of their check book stamped with their company seal, the seal of the person in charge as well as the invoice seal and fax them to 2365-1431 for the Cashier Division to set up vendor banking information.

6. If the recipient cannot provide financial institution account for special reasons and needs to use checks for payments, please submit a written explanation approved by the supervisor showing the supervisor’s seal and attach related written proof.
(11) Inquire into details of personal payment

Please apply for an "account number" (login) and "password" at the Computer and Information Networking Center and log on to myNTU "Accounting and Property → more → payment inquiries." The user can conduct searches based on year after entering the system with the "account number" and "password." Please check various payment item details by clicking "payroll within the establishment inquiry," "resignation savings inquiry," or "miscellaneous expenses inquiry."

(12) Application for personal payment email notification

To have the personal payment email notification service, please apply online at http://test.cc.ntu.edu.tw/pay/. (Please read the application notes carefully before applying). The applicant will receive periodic email payment notices once it is approved.

(13) Vendor payment inquiry

For vendor payment inquiries, please inform the vendors and visit the vender payment inquiry system: http://mis.cc.ntu.edu.tw/pay4/

(14) Reimbursement/billing tracking system

After the relevant information is submitted by accounting office personnel to the Comptroller Office, the user can track the current processing status of his or her reimbursement/bill by using the reimbursement/billing tracking system: go to "Tool/Log out," and select "Reimbursement/Billing Tracking System," filling in the "Expense Certification Record Barcode".

<table>
<thead>
<tr>
<th>Account Balance Section</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question about receipt for advance payment, please contact Account Balance Section.</td>
<td>(02) 3366-2021</td>
</tr>
<tr>
<td>Question about remittance inquiry, please contact Account Balance Section.</td>
<td>(02) 3366-2015</td>
</tr>
<tr>
<td>Question about payment services, please contact Account Balance Section.</td>
<td>(02) 3366-3735</td>
</tr>
<tr>
<td>Question about income tax, please contact Payroll Section.</td>
<td>(02) 3366-2020</td>
</tr>
<tr>
<td>Question about income from professional practice, please contact Payroll Section.</td>
<td>(02) 3366-2020</td>
</tr>
<tr>
<td>Question about savings deposits for civil servants, please contact Payroll Section.</td>
<td>(02) 3366-2019</td>
</tr>
<tr>
<td>Question about savings deposits for civil servants, please contact Payroll Section.</td>
<td>(02) 3366-3498</td>
</tr>
<tr>
<td>Question about handling payment procedure, please contact Planning and Evaluation Section.</td>
<td>(02) 3366-3734</td>
</tr>
</tbody>
</table>
We aim at establishing an independent research environment to encourage long-term, diverse and innovative research.
Research Project Subsidies

1. Industry-University Cooperation Program (IUCP)

In step with the advancement of national culture, economic construction, and science and technology, the Office of Research and Development handles the overall planning, coordinating and promoting of NTU’s industry-university cooperation program. In the past, the industry-university cooperative program included cooperation with government units, enterprises, civic organizations, and academic research institutions. To suit these different kinds of partners, the school set up three kinds of industry-university cooperation projects:

(1) Ministry of Science and Technology Specialized Research Projects
   -- conducted in accordance with the "Ministry of Science and Technology Specialized Research Project Guidelines."

(2) Government Agency Research Projects (e.g. Council of Agriculture, Ministry of Health and Welfare)
   -- conducted in accordance with NTU’s "Industry-University Cooperation Program Guidelines" and the specific joint agreements and contracts signed by both parties.

(3) Foundation, Civic Association and Private Enterprise Cooperation Projects
   -- conducted in accord with NTU’s "Industry-University Cooperation Project Guidelines" and the specific joint agreements and contracts signed by both parties.

2. New Faculty Academic Research Project Subsidy

This subsidy is aimed to help new faculty members quickly establish an independent research environment, encourage all sorts of academic research, and implement the Aim for Top University Project. The subsidy was implemented in accordance with NTU’s "New Faculty Academic Research Project Guidelines." The subsidy scope of the subsidy. The purchase of personal computers is limited to one per person unless the computers are to be used as equipment for research experimentation.

3. NTU Career Development Research Program

The program is aimed to encourage NTU faculty members to conduct original research on vital issues so as to help them become leaders in frontier and important research fields. In accordance with the National Taiwan University Aim for Top University Project Implementation Guidelines, this program includes:

1. Laurel Research Program: in step with the Ministry of Science and Technology Excellent Junior Research Investigator Grant.
2. Deep Furrow Research Program: for promising scholars at/under the age of 45.

(1) Application dates

1. Laurel Research Program: The timing is determined according to actual need.
2. Deep Furrow Research Program: The application date is to be announced by the Office of Research and Development.

(2) Eligibility

1. The program’s principal investigator (applicant) should at the same time be the principal investigator for at least one Ministry of Science and Technology Research Project.
2. Full-time faculty members can participate in one program administered by the Office of Research and Development, and one industry-university research program.
(3) Application process:
Project investigators submit related documents along with each of the following
documents in duplicate to the Office of Research and Development. Incomplete or
incorrect applications will not be reviewed. All applications must be written in English
except those in the humanities and social sciences, which can be written in Chinese.
Application materials include:
1. Ministry of Science and Technology approval list and application proposal (applicable
   for Laurel Research Program).
2. Project research plan
3. Personal information of the project investigator
4. Published academic work that is representative or related to the project published
   within five years prior to the application submission date (maximum five papers per
   person).

4. Subsidy for Industry-University Cooperation Research Projects
The subsidy is administered according to the "Aim for Top University Project: Industry-
University Cooperation Research Program Subsidy Implementation Guidelines."
(1) Project Type
   Type 1: To promote industry-university cooperation pilot research programs.
   Type 2: To provide for every promised industry-university cooperation project to be
   conducted at NTU under the school’s industry-university strategic alliance
   program, over NT$50 million in funding for building construction on branch
   campuses and, through bilateral negotiation, to share no less than 10% of the
   total amount each year. This program is to be implemented in accordance
   with NTU’s Industry-University Cooperation Project Guidelines.
(2) Eligibility
   Type 1: NTU full-time faculty member or research fellow.
   Type 2: Participating enterprise appointed or NTU full-time faculty member or researcher
   recommended by the Office of Research and Development to act as the
   industry-university cooperation project investigator.
(3) Application dates
   Applications for Type 1 research projects are accepted at the end of December of
   each year; the length of each project is one year.
   Applications for Type 2 research projects can be submitted at any time. The review
   process commences whenever the required industry funding is wired into the
   designated account of NTU.
Chapter 4: Research Grants and Awards

Awards

1. Guidelines for Academic Research Incentive Awards
In keeping with the Ministry of Education’s “Aim for Top University Project,” the academic research incentive awards are aimed to encourage NTU full-time faculty members and researchers to actively publish their academic findings. The incentive award guidelines include five award categories: journal articles, academic books, chapters in academic books in humanities and social studies, highly cited journal papers, and research projects with operating budgets of at least NT$500,000.

Department / Planning Section, Office of Research and Development
Contact / (02) 3366-3262

2. Outstanding Innovative Research and Development Award
(1) Eligibility
1. Those who have made a technological breakthrough in their academic field which has market potential and can be transferred to the industry.
2. Those who, at NTU, have developed innovative technology and through industry-university cooperation or their own company have converted the technology into a commercial product.
3. Those who have successfully strategized or arranged for the adoption of NTU-innovated technology by commercial enterprises, and those who have improved regional or national economic development through a partnership or relationship.

(2) Application dates
Applications are to be submitted to the Office and Research and Development by July 31 each year.
Winners or winning teams will be awarded a medal and award money of between NT$100,000 and NT$600,000. Awardees will be invited to present their innovative research results.

Patent Application and Rewards

1. Applying for a Patent
(1) Application
Since the “Government Scientific and Technological Research and Development Results Ownership and Utilization Regulations” was enacted, the patent rights to the research and development results of research projects that were subsidized, commissioned, or funded by the government has been released to each host university. The intellectual property rights of the innovations derived from the research conducted during one’s employment at NTU or from research conducted using university resources are owned by the school unless otherwise stated in signed contracts.

Department / Center of Industry-Academia Collaboration, Office of Research and Development
Contact / (02) 3366-9945 ~ 6
Website / http://ord.ntu.edu.tw/co1/Process.aspx
http://ord.ntu.edu.tw/co1/Legislation.aspx

(2) Fees and Subsidies
Following the school’s approval, applicants can proceed with the patent application process. The costs for patent application will be subsidized by the university according to the following ratios:

<table>
<thead>
<tr>
<th>Subsidy / Expense Ratio</th>
<th>Subsidy from University</th>
<th>Expense Paid by Applicant</th>
<th>Subsidy from Service Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application with Sponsorship</td>
<td>55%</td>
<td>40%</td>
<td>5%</td>
</tr>
<tr>
<td>Application without Sponsorship</td>
<td>45%</td>
<td>50%</td>
<td>5%</td>
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</table>

*Sponsorship* refers to when the school has obtained a patent application fee sponsorship from a third party agency.

(3) Ministry of Science and Technology patent application subsidy
Regarding research and development results that were subsidized by the Ministry of Science and Technology and belong to the school, if the results were approved by the school and submitted to patent authority for patent application, the research unit conducting the project can apply for the Ministry of Science and Technology patent application subsidy. The patent will be used by the school for management, maintenance, and promotion of the research and development research result.
2. Technology Transfer

(1) Application
Whether patented or not, protective measures should be taken for research and development results created using university resources. And, technology transfer and commercialization possibilities should be explored in timely fashion. Technology transfers should be carried out on the principles of compensation and non-exclusivity; domestic manufacturers should be given priority in technology transfers.

(2) Distribution of premium and derived benefits
The income produced from such research and development results which have undergone technology transfer shall belong to the university. The monetary allocation shall be made according to the following percentages after deducting a feedback amount to the supporting research unit:

<table>
<thead>
<tr>
<th></th>
<th>University’s Profit Share</th>
<th>Inventor’s Profit Share</th>
<th>Service Unit’s Profit Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-patented Cases</td>
<td>40%</td>
<td>50%</td>
<td>10%</td>
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<tr>
<td>Patented Cases</td>
<td>20%</td>
<td>70%</td>
<td>10%</td>
</tr>
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</table>

3. Technology Transfer Awards
1. Ministry of Science and Technology awards
The research and development results from Ministry of Science and Technology subsidized projects belong to the MOST or the university. For technology transfers completed by the university that generated over NT$1 million, the university can apply for the outstanding technology transfer contribution award from the Ministry of Science and Technology. The maximum award amount is NT$150,000 whereby each research personnel is also awarded with a medallion.

2. Allocation of award
The inventor receives 50%, the school 25% (applications limited to research and development result management, maintenance and promotion), the inventor’s unit (college, department, graduate institute, research center) 15% (application limited to research and development result management, maintenance and promotion), technology transfer contributors 10%.

Others

1. Animal Testing
NTU’s policy for animal testing was established in accordance with regulations stipulated by the Council of Agriculture, the Executive Yuan, and other government units (e.g. Ministry of Science and Technology and Ministry of Health and Welfare). NTU has set up the “Institutional Animal Care and Use Committee” (IACUC) and “Animal Experimentation Plan Assessment Team” to handle related issues. The Office of Research and Development assists and supports IACUC and the assessment team for promoting this execution. All animal experimentations are to pass the review before they can be implemented.

2. Research Project Ethical Assessment
To ensure the propriety of research conducted on human subjects and to protect the interests of the study participants, researchers must submit a research project ethical assessment application before commencing with research projects involving the recruitment, either by the research principal investigator or by the executor, of an individual or a group to be subjects for experimentation, investigation, observation, case analysis, research disposition or to provide personal information according to the needs of the research. Biomedical research projects are to file their applications at the National Taiwan University Hospital Research Ethics Committee Office, while research projects in behavioral sciences, social sciences, humanities, arts, business, and education should apply for ethical assessment at the Research Ethics Office of the Office of Research and Development.
### Chapter 4: Research Grants and Awards

#### 3. Appointment and Use of Project Staff

1. **NTU project investigators** who need to hire project staff must follow the proper employment procedures according to the regulations for appointment before hiring new project staff. Project investigators must strictly follow the regulations and avoid hiring the spouse, lineal relatives, relatives within three degrees of kinship, and in-laws of the project investigator, collaborators, or unit administrators (including post-doctorate researchers, full-time assistants, and part-time and temporary assistants).

2. **Full-time research assistants**: Project investigators shall urge and oversee full-time assistants to work and be on duty according to university regulations. Assistants must sign in, sign out, and apply for vacation or leave of absence through the online attendance system. Overseas personnel must, with special case approval, sign in and sign out using the university’s external IP. All applications for vacation, leave of absence, and resignation of the project personnel must be submitted through the online system, and project investigators must cooperate and indicate approval online.

3. **Part-time and temporary assistants**: Project investigators must establish a mechanism to manage the attendance of the part-time and temporary assistants; records must be kept for audits by related units.

4. **If** a project researcher is not of Taiwanese nationality, follow the regulations of the Ministry of Labor, Executive Yuan in applying for a work permit. Actual employment must fall within the valid period of the working permit.

5. **Termination of appointment prior to contact period** should be carried out in accordance with the law. Project investigators are to file a “Project Staff Early Termination of Employment” to the Division of Research Project Affairs 14 days ahead of the actual termination date.

#### 4. Use of Balance from Research Project Funding

1. **Definition**
   - When a project investigator closes a project, and completes reimbursement and allowance verification, unless required by the overseeing unit to return the balance, if the balance (excluding the eliminated amount) is equal to or over NT$10,000, the school shall deduct NT$10,000 after which 80% of the remaining balance will be wired into the account of the project investigator by the Accounting Office after two months for the project investigator to use until resignation or retirement.

   (2) **Applicable items**
   1. Personnel related costs for hiring assistants, temporary staff, student workers and postdoctoral researchers.
   2. Expenses for domestic and foreign scholars and experts to give presentations, participate in conferences, collaborate in research, and guide experimentation.
   3. Purchase of research equipment, books, supplies, and research related costs (annual association membership fees, occasional food costs, etc.)
   4. Travel expenses for overseas meetings, investigations, training, and experimentation.
   5. Expenses for activities to promote industry-academy cooperation (such as research results exhibition).
   6. Necessary expenses for university research result patent application, maintenance, technology transfer, and promotion.
   7. Occasional or special expenditures needed for the promotion of R&D projects by other institutes or universities, or by individuals, research groups, or R&D units of institutes or universities.

#### 5. NTU Aim for Top University Project – subsidy for postdoctoral research and research technicians

1. **Full-time NTU faculty members** and researchers are eligible to apply for this subsidy.

2. **Application dates**: Applications will be reviewed upon submission.

3. **Eligibility**: faculty members or researchers with outstanding research who meet any of the following conditions:
   1. The applicant is conducting a Ministry of Science and Technology Research Project and already has a postdoctoral researcher.
   2. The applicant is conducting a Ministry of Science and Technology Research Project and does not have a postdoctoral researcher but who, from the second year of a MOST specialized topic research project, will have the requested postdoctoral researchers. In such as case, the applicant may apply or continue the employment.
   3. Assistant professors who have been employed by NTU for less than three years.
4. The duration of employment of post-doctoral researchers is one year; those whose employment is extended beyond one year must submit a research project report and the first draft of at least one paper with research findings to be published in a SCI, SSCI, A&HCI or TSSCI listed scholarly journal. Those whose employment is extended beyond two years must submit a research project report and a photocopy of at least one journal paper with research findings that was published in a SCI, SSCI, A&HCI or TSSCI journal publication. Extension of employment can commence after review and approval.

5. In the case that the postdoctoral researcher employed is of foreign nationality, the school will subsidize his/her one-way ticket; no subsidy is available to extend the employment beyond one year.

6. Outstanding postdoctoral researchers may be rehired by the employing unit to be specialized project instructors or researchers; this employment adjustment can be made after review and approval.

6. Cross-college or Cross-disciplinary Precious Books and Instrumentation

1. Eligibility
   1. Needed for cross-college or cross-disciplinary large-scale collaborative research; to be used by many people with high frequency.
   2. Needed to improve the standard of research, to break through research bottlenecks, or to open up new fields of research.
   3. Needed to improve research competitiveness and to hold the lead position in the country.
   4. Needed to maintain the balanced development of every discipline at NTU, especially to reinforce those who need support.

2. Annual budget: $30 million.

3. Expensive instrumentation which has been approved for purchase must be managed under the Common Use Precious Instrument Center. Project investigators shall post the instrumentation’s specifications, functions, management procedure, use time, etc., and fee schedule on the website of the Common Use Precious Instrument Center. The equipment shall be made available to all faculty members and students (including people from outside the university).
Chapter 4: Research Grants and Awards

Funding Diagram:

- **Project total funding C = (A + B)**
- **Cooperation project total amount E = A + B + D = C + D**

<table>
<thead>
<tr>
<th>Research funding A</th>
<th>Management fee B = (C * 25%)</th>
<th>Initial technology transfer funding D = (C * 15% or more)</th>
</tr>
</thead>
</table>

**Department /** Division of Research Project Affairs, Office of Research and Development
**Contact /** (02) 3366-3267 - 9, 3366-9957 - 8
NTU is boosting its academic international exchanges and cooperation agreement in its globalization effort.
In keeping with the globalization trend, institutions of higher education are increasingly engaging in international exchange programs and activities. In order to assist every NTU faculty member and student with the opportunity to engage in international exchange activities, the university provides all sorts of services and support, including international academic project agreements, faculty exchange programs, counseling and care for foreign faculty and students, and various overseas study opportunities. Abundant international exchange resources are provided to support the university's internationalization efforts on the expectation that all students and faculty members may establish themselves locally while cultivating a global outlook.

International Exchange and Collaboration

NTU faculty members play a key role in the university’s internationalization process. NTU faculty members not only produce the treasure trove of academic research at the university, they are important catalysts for international academic exchange. For this reason, in terms of substantial assistance, the university offers considerable funding to its various colleges to undertake international exchange activities. Each college at NTU has the discretion to develop its special academic capabilities and encourage faculty members to engage in international exchanges while at the same time providing solid logistical support for the faculty’s external development, for example by negotiating academic agreements, contacting and arranging for international guests, and offering related guidance for international conferences. Moreover, the university provides all necessary information for newly arrived international scholars.

1. Negotiating and Signing Academic Cooperation Agreements

Negotiating and signing academic cooperation agreements serve to strengthen bilateral interactions between foreign educational and research institutions and university units of all levels. It also helps to specify concrete terms and items of cooperation.

(1) The NTU Office of International Affairs provides the following related services:
   1. Chinese and English templates of NTU’s academic cooperation agreements at all levels.
   2. Counseling and administrative windows for international academic exchange matters for all colleges.
   3. Counseling regarding related administrative processes at NTU.
   4. Advisement regarding agreement draft contents.
   5. Administrative and professional knowledge and skill training for university-wide academic agreements.

(2) Related implementation guidelines:
   1. Attention items for setting the terms of academic cooperation agreements between National Taiwan University and foreign educational and research institutions.
   2. Implementation guidelines for dual/joint degree programs with foreign universities.
   3. Ministry of Education: Review items for alliances or written agreements between domestic schools of all levels and schools in Mainland China.

Department / Division, International Cooperation, Exchange Program Section Office of International Affairs
Contact / (02) 3366-2007
Website / http://www.oia.ntu.edu.tw
→ International Collaboration → Agreement Signing

2. Faculty Fellowship Award Programs Offered by Foreign Academic Institutions

Award Programs are handled in accord with the cooperation agreement set by NTU and the institution in question. Applicants submit their application to the NTU Office of International Affairs, which, after arranging the information, hands the application to the President for recommendation.

(1) Faculty fellowship programs:
   1. Harvard-Yenching Institute Visiting Fellowship Program.
   2. Senior Fulbright Research Grants.

(2) Related implementation procedures:
   1. For detailed application procedures and processes within the university, please consult the attached “related website” of the project.
   2. National Taiwan University Guidelines for Faculty Lecture, Research, and Further Study Abroad.

Department / International Cooperation Division, Office of International Affairs
Contact / (02) 3366-2007 #214
E-mail / oia@ntu.edu.tw
Website / “Harvard-Yenching Visiting Scholars and Fellows Program”
http://www.oia.ntu.edu.tw/
→ NTU Faculty → Harvard-Yenching Program
“Senior Fulbright Research Grants”
http://www.oia.ntu.edu.tw/
→ NTU Faculty → Fulbright Academic Exchange Program

3. International Visiting Guests

As the leading institution of Taiwan’s academic world, National Taiwan University has always been the top destination for foreign scholars and professors who visit Taiwan. Therefore, these visits by foreign guests provide the perfect opportunity for NTU faculty to engage in external development and front line international exchange activities;
it is also the best channel and foundation for discussing future cooperation. Based on the nature of the visit, the visitors will be introduced to faculty in related fields and given related information and counseling. As to visiting university administrators, the NTU Office of International Affairs will arrange such activities as meetings with NTU’s administrative heads and visits to various administrative units and colleges. Visitors hosted by NTU colleges, departments, and individuals will be received and hosted by the receiving unit. In addition, every semester the NTU Office of International Affairs and Personnel Office hold joint education and training in “know-how” in receiving guests at the university.

4. Reception of International Scholars

NTU’s international development and exchange efforts are steadily maturing. The number of international scholars (foreign faculty and visiting scholars who stay in Taiwan for over a month) is increasing every year, so NTU offers a number of services for international scholars are to lessen the inconveniences and problems that they might face during the early stages of their visit to this university.

(1) Service items:
   1. An integrated advice and counseling window to handle university unit related procedures.
   2. Visa application counseling prior to visiting Taiwan.
   3. Insurance related counseling.
   4. Identification card (for short-term visiting scholars who stay over one month)
   5. Student concierge services
      (1) Airport pick-up
      (2) Dormitory accommodation counseling
      (3) Campus tour
      (4) Personal assistance in opening bank accounts and related procedures
      (5) Assistance in other daily life matters.

(2) Items to note:
   1. The foreign visitors can directly contact the Office of International Affairs for counseling as well as log onto the office website for related information.
   2. If student concierge service is needed, please download the Service Request Form on the Office of Foreign Affairs website and submit the completed form to the staff responsible for international scholar services. Please apply two weeks in advance.

5. International Conferences

In response to the needs of the growing number of international conference on campus, the Office of International Affairs also provides the following services:
   (1) Counseling service on holding international conferences.
   (2) Supporting student concierge activities
   (3) Hosting workshops on a regular basis

Study Abroad Programs

Being able to meet international standards has long become a necessity for this generation of Taiwanese students; the contemporary university student must not only read much but also travel far. The school has actively established study abroad programs with more and more renowned universities around the world, providing our students with a variety of research and study opportunities. We welcome the members of our faculty to encourage students with stories from their own experience to participate in international study abroad programs.

1. Exchange Student Programs

The exchange student program is aimed at promoting international academic and cultural exchanges. The program seeks to create opportunities for interaction and learning for the students of both universities based on the principle of equality and mutual benefit for the sister schools. Currently, the school is hosting about 407 exchange programs contracts from 42 countries and 283 schools (approximately 204 universities, 176 colleges, and 27 departments). The students may choose to study abroad for one academic year or for one semester. In addition, many new programs are underway.
Chapter 5: Resources for International Exchange

2. Visiting Students Program

The Visiting Students Program is a self-financed program where students study abroad for a period between one semester and one academic year. The programs are not limited to NTU partner institutions and there is no limit to the number of students who can apply. The Office of International Affairs will oversee and counsel the application and administrative details.

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<tr>
<th>Department</th>
<th>Overseas Education Section, International Student Division, Office of International Affairs</th>
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<tbody>
<tr>
<td>Contact</td>
<td>(02) 3366-2007 #230</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:studyabroad@ntu.edu.tw">studyabroad@ntu.edu.tw</a></td>
</tr>
<tr>
<td>Website</td>
<td>Visiting Student Program <a href="http://www.oia.ntu.edu.tw/">http://www.oia.ntu.edu.tw/</a> → Study Abroad → Visiting Student Program</td>
</tr>
</tbody>
</table>

3. Overseas Summer Courses

Overseas Summer Courses are short-term programs that provide students with the opportunity to learn and exchange during the summer vacation. NTU students can use three to six weeks of their summer vacation to visit overseas partner institutions schools for short-term language and culture courses, internship credits, and internship study. The university currently has a total of over twenty partner schools.

Overseas Summer Courses is a self-financed program, no university scholarship is provided. Some partner universities offer the participating students discounts on tuition or school accommodations and credits for international courses can be obtained as official NTU records.

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<tbody>
<tr>
<td>Contact</td>
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<tr>
<td>Website</td>
<td><a href="https://www.studyabroad.moe.gov.tw/selectyear.php">https://www.studyabroad.moe.gov.tw/selectyear.php</a></td>
</tr>
</tbody>
</table>

4. Ministry of Education Subsidy

The Ministry of Education "Pilot Overseas Internships" program provides grants to overseas professional intern programs in colleges and universities to train future professionals with global outlook and practical experience while expecting them to learn to respect diverse cultural backgrounds and lifestyles and to understand the diversity of standard operating procedures of enterprises and organizations in other countries. This program encourages the participants to interact with outstanding high achievers abroad or to partner with enterprises and organizations that have development potential. The implementation details are to be planned by the recommending faculty member to combine the academic curriculum with the overseas professional internship and propose an overseas professional internship program that will increase the overall effectiveness of the students' overseas internship.

(1) Application dates
Applications are accepted from early January through mid-March each year; applications must be submitted through the related service units in the school.

(2) How to apply
1. Applicants enroll at the college in which they will study.
2. Once the applicant is recommended by the school, he or she may access the Ministry of Education website to fill out the program application form at the Ministry of Education website.
3. Submit related documents and application materials to the Office of International Affairs.

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<th>Department</th>
<th>Overseas Education Section, International Student Division, Office of International Affairs</th>
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Chapter 5: Resources for International Exchange

International Students

Following the university’s internationalization efforts, a growing number of new faces from around the world can be seen on the NTU campus and in classrooms every semester. While these international students may come from a variety of ethnicities and cultures, they are part of the NTU community. Yet unlike local students, international students may need more time to adapt to the learning environment as well as to other surroundings such as the weather, the language, and other living habits.

Each year, over 2,000 overseas students are welcomed to our campus through the various enrollment methods provided by the university. Our group of overseas students includes overseas Chinese students, students from Hong Kong and Macau, students from China, and international students. The Office of International Affairs International Student Division is responsible for the recruiting, enrolling, and counseling of the international students.

The types of international students are:

1. Degree Students
   According to the Ministry of Education’s “Regulations Regarding International Students Undertaking Studies in Taiwan,” international degree students take on the same amount of pressure as local students as they face the same course and graduation requirements. The amount of pressure they face is large and different from international exchange students, who often come to Taiwan to experience cultural and learn the local language. Due to the differences in language, culture, and educational background of the international students, their special needs in instruction and counseling require the cooperation of their teachers, department, and college as well as various administrative departments. Due to their special backgrounds and needs, they require further assistance and care than do local students, such as counseling on scholarship applications and credit requirements, Chinese counseling measures, and psychological counseling conducted in English; however, other regulations for the international students are the same as those for local students.

2. Dual Degree Students
   Dual degree students are limited to students from NTU partner institutions, which recommends their students to take on an undergraduate, masters or Ph.D. dual degree program at NTU.

3. Exchange Students
   Exchange students are those who have been recommended by an NTU partner university in which an exchange program has been established to undertake an exchange program at NTU. Exchange students register for enrollment at a related department for at least one semester and at most one academic year. Exchange students will receive an official transcript at the end of the semester, but will not be given a degree. According to the exchange program agreement, exchange students will not have to pay the local tuition and fees. For more information on the list of schools with which NTU has established exchange programs, visit the Office of International Affairs website.

4. Visiting Students
   Visiting students are self-financed international students who arrive in NTU during the semester or the winter or summer vacations for short-term studies. Visiting students are usually students from NTU partner institutes. To become a visiting student, students send in their own applications, are recommended by their schools, or are invited by a NTU faculty. The extension of the stay may vary according to the department, institute, or program in which the student takes part, yet the period is by principal no longer than 12 months. Visiting students are awarded with an official transcript or certification, but will not receive a degree upon the completion of their study.

Department / International Students, International Student Division, Office of International Affairs
Contact / (02) 3366-2007
E-mail / intlstudent@ntu.edu.tw
Website / http://www.oia.edu.tw

→ Study at NTU → International Students
→ Study at NTU → Degree Students
→ Study at NTU → Dual Degree Students
→ Study at NTU → Exchange Students
→ Study at NTU → Visiting Students
Center for International Education

Under the Ministry of Education’s policy for international development, the number of international students has been increasing over the years. There are currently around 3,000 international students from 70 countries in NTU, and in order to accommodate this large number of foreign students, a series of courses and counseling programs have been put in place. The Center for International Education’s current goal is to coordinate the university’s resources so as to develop pragmatic Chinese language courses, general and professional courses taught in English, International summer programs, as well as specialized courses for partner institutions. These courses were set up for the intention of attracting more outstanding international students to NTU.

1. Chinese Courses

In collaboration with the College of Liberal Arts, the Center for International Education offers large-group, 6 to 10 hours per week of Mandarin courses to exchange and international degree students; students can earn National Taiwan University credits from these courses. A number of practical Mandarin courses offering full credits have also been made available, including classes such as “Exploring Taiwan,” “Business Chinese,” and “Beginners Taiwanese.”

2. Professional and General Education Courses Taught in English

The center works with related university departments to plan and offer professional and liberal education courses in English to meet the demand of the international students and to resolve the graduation credit requirement for international degree students. The center looks forwards to new members of our faculty to take on courses taught in English for international students. Any assistance needed to open these courses can be addressed to the Center for International Education.

3. NTU Summer+ Programs

The NTU Summer + Programs is aimed to draw upon the rich teaching resources and professional expertise of National Taiwan University to provide 2 to 6 weeks of short-term research and study as well as cross cultural interaction during the summer vacation. Currently, NTU offers the following 10 integrated summer courses:

+ 1 Chinese Course: Chinese Language & Culture @ NTU
+ 2 Lab Research: Laboratory Research @ NTU
+ 3 Biodiversity, Agriculture: Biodiversity, Agriculture and Culture of Taiwan
+ 4 Biotechnology
+ 5 Global LEAD: Life, Empowerment, and Academic Development
+ 6 Law School: International Trade Law and Practice
+ 7 TW in Global Setting: Understanding Taiwan in Global Settings
+ 8 Development Biology: Summer Program of Development Biology
+ 9 Civil and Building: Emerging Technology in Civil & Building Technology
+ 10 Translating Chinese: Summer + Translating Chinese – Methods and Practice

4. Special classes for international students

National Taiwan University aims to become the future Asia Pacific Hub for Study Abroad for renowned European and American educational institutions. To strengthen its exchange programs with well-known overseas schools, the university works with related colleges and departments to design special group classes with top rated universities.

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<th>Department</th>
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We encourage young, elite researchers to be engaged in long-term academic research for the betterment of the nation’s future.
Chapter 6: Academic Honors and Services

Academic Services

1. Academia Sinica Research Award for Junior Research Investigators
   This award is to encourage young domestic scholars to conduct significant in-depth research of significant contributions. Interested applicants are to submit their applications between mid-August and early October via the Academia Sinica website. This award is divided into three groups: mathematical sciences, life sciences, humanities and social sciences. A maximum of five awards is given out each year in each group. The winner is awarded NT$ 200,000, a research grant of NT$300,000, and a medal.

   Department / Office of Research and Development, Planning Section
   Contact / (02) 3366-3262
   Website / Office of Academic Affairs, Academia Sinica
   http://aao.sinica.edu.tw/chinese/pro_jria.php

2. Academia Sinica Research Award for Domestic Visiting Scholars
   Academia Sinica accepts applications for this reward twice a year to strengthen academic exchange with domestic colleges, universities, and academic institutions. Applicants can apply for short-term visit or participation in research work at the Academia Sinica at the end of April and at the end of October. Eligibility: the applicant must have a position of assistant professor or higher, or is a lecturer for over two years in domestic public and private colleges and universities, or is an attending physician in a teaching hospital engaged in research work for more than two years.

   Department / Office of Research and Development, Planning Section
   Contact / (02) 3366-3262
   Website / Office of Academic Affairs, Academia Sinica
   http://aao.sinica.edu.tw/chinese/pro_jria.php

3. Academia Sinica Academicians
   Selecting persons with outstanding academic achievement in the country:
   (1) Special publications, inventions or contributions in a specialty field.
   (2) Five years or more of leadership and outstanding achievements in a research institution of a specialty field.

   The academicians are elected every two years in the academicians meetings. The academicians are selected among the following groups: mathematical sciences, life sciences, humanities and social sciences. Each election has a maximum of 30 openings, with a maximum of 10 people in each group.

   Department / Planning Section, Office of Research and Development
   Contact / (02) 3366-3262
   Website / Office of Academic Affairs, Academia Sinica
   http://aao.sinica.edu.tw/chinese/pro_jria.php

4. National Professorship of Ministry of Education
   The Ministry of Education established the National Professorship to promote and reward academic development, to improve teaching and research standards, and to encourage universities to develop their specialties. Five categories are installed based on academic fields, including humanities and arts, social sciences, mathematics and natural sciences, biology and medical agricultural science, engineering and applied sciences. National Chair Professors are limited to thirteen persons each year. The National Professorship is set for a period of three years with an annual grant of NT$1 million which is allocated annually.

   Department / Planning Section, Office of Research and Development
   Contact / (02) 3366-3262
   Website / Department of Higher Education, Ministry of Education
   http://www.edu.tw

5. Ministry of Education Academic Award
   The Ministry of Education established the Academic Award to encourage academic research and improve academic standards. Five categories are installed based on academic fields, including humanities and arts, social sciences, mathematics and natural sciences, biology and medical agricultural science, engineering and applied sciences. Academic Award is held annually and is limited to 13 persons. Academy Award winners are awarded honorary certificates and NT$ 600,000.

   Department / Planning Section, Office of Research and Development
   Contact / (02) 3366-3262
   Website / Department of Higher Education, Ministry of Education
   http://www.edu.tw
6. The Exploration Research Award of Pan Wen Yuan Foundation

The award aims to encourage domestic researchers in the fields of electronics, information and communications, and other related fields to engage in short-term studies (limited to two months) in internationally renowned academic or research institutions to strengthen knowledge and to increase research and development potential. Domestic teachers or researchers who have completed their doctor's degree no more than five years ago (or under 35 years old) can be recommended by the organization where they work for application. The Award is given out once a year with a maximum of five awardees and a maximum award of NT$ 300,000.

Department / Planning Section, Office of Research and Development
Contact / (02) 3366-3262
Website / Pan Wen Yuan Foundation
http://w3.itri.org.tw/pan

7. Ministry of Science and Technology Ta-You Wu Memorial Award

The award is established to cultivate young researchers, to encourage the country's future academic elites to be engaged in long-term academic research, and to commemorate Mr. Ta-You Wu's contribution to the development of science and technology research. Awardees are selected by the academic departments of the Ministry of Science and Technology, based on the selection guidelines of Ta-You Wu Memorial Award, from the research project investigators of the current year. The number of awardees each year is 40 people and each person is limited to winning the award once. The Ministry of Science and Technology will award the winners with a medal and a one-time award of NT$200,000. In addition, awardees can, within six months after the winner list is announced and base on their career plan as well as the regulation of the Ministry of Science and Technology, submit one multi-year (two to five years) research project proposal. The above funding will be processed based on the Ministry of Science and Technology research project implementation guidelines and related regulations.

Department / Division of Research Project Affairs, Office of Research and Development
Contact / (02) 3366-3267 ~ 9, 3366-9957 ~ 8
Website / Pan Wen Yuan Foundation

8. Ministry of Science and Technology Outstanding Research Award

The purpose of the award is to encourage science and technology personnel with outstanding research achievements to be engaged in academic or industry research to enhance the level of academic research and international academic status of the country, to improve the research result of our country's industrial technology, and to strengthen research and development capabilities of industrial technology. Awardees are selected from the applicants by the academic departments of the Ministry of Science and Technology based on the Ministry of Science and Technology Outstanding Research Award selection guidelines. The awardees include two categories: academic research (up to four people in interdisciplinary research) and industrial research; the maximum numbers of awardees are seventy and four people respectively.

Ministry of Science and Technology will award the winners a certificate, three years of grant with the annual amount of NT$ 300,000; the grant will be allocated in one single payment of NT$900,000. Awardees shall not submit new applications during the period of the grant and each person is limited to up to three times for receiving the grant. For those who have received Outstanding Research Award three times, the researchers can apply for special research project according to implementation guidelines of the Ministry of Science and Technology's subsidy program for the three-year Project for Ministry of Science and Technology Research Fellow.

Department / Division of Research Project Affairs Office, Research and Development
Contact / (02) 3366-3267 ~ 9, 3366-9957 ~ 8

9. Project for Ministry of Science and Technology Research Fellow

This project was established to encourage research fellows to engage in long-term, foresighted research to promote the development of science and technology in the country and to improve the technological standards and international academic status. Applicants can submit applications according to the due dates set by the Ministry of Science and Technology based on implementation guidelines of the MOST's subsidy program for the three-year Project for Ministry of Science and Technology Research Fellow. A monthly grant of NT$25,000 is allocated to the principle investigator during the period of the research. The project will only be granted to the principle investigator twice. In addition, completion of a three-year Outstanding Scholar Research Project is equivalent to the completion of the MOST research fellow project. The MOST will thereby award an outstanding research fellow medal to the researchers who have completed the project twice, or who have completed the project once and have conducted a three-year Outstanding Scholar Research Project.

Department / Division of Research Project Affairs, Office of Research and Development
Contact / (02) 3366-3267 ~ 9, 3366-9957 ~ 8
10. The Phi Tau Phi Scholastic Honor Society of the Republic of China Outstanding Achievement Award

In order to recognize individuals with outstanding achievements, The Phi Tau Phi Scholastic Honor Society awards a winner each year through the recommendation of each local chapter or through the selection of the board. The award is presented annually and candidates are reviewed by the board six months before the award ceremony. Winners are awarded a gold trophy that has the society emblem; the number of winners is limited to a maximum of three people.

Department / Secretariat
Contact / (02) 3366-3737
Website / http://www.phitauphi.org.tw/

Government Subsidies

(1) Ministry of Science and Technology Subsidies

(1) Subsidy items
1. Subsidy for domestic experts and scholars to attend international academic conferences: apply through the MOST’s "Academic Online Application Service Network" six weeks prior to the conference date.
2. Subsidy for research teams to participate in international academic organization meetings: apply through the ministry’s "Academic Online Application Service Network" two months prior to the conference date.
3. Subsidy for inviting international technology researchers for short-term visits: apply through the website system two months before the guest(s) arrive in Taiwan.
4. Subsidy for inviting technology researchers from Mainland China, Hong Kong, and Macau for short-term visits: apply through the MOST’s "Academic Online Application Service Network" two months prior to the conference date.
5. Subsidy for cross-strait science and technology seminars: apply online through the "talents recruiting and cross-strait science and technology exchange" under the MOST’s "Academic Online Application Service Network" two months prior to the conference date.
6. Subsidy for international seminars held in the country.
   (1) Application dates for seminars:
   Phase I: March 1-31;
   Phase II: September 1-30.
   (2) Announcement date for the review result:
   Phase I: May 31;
   Phase II: November 30.

Department / Secretariat
Contact / (02) 3366-2038
Website / http://www.most.gov.tw/

2. Seminar Subsidy from the Engineering and Technology Promotion Center, Ministry of Science and Technology

(1) Application dates:
Submit the application to the Engineering Center by issuing an official document 30 days prior the event date.

(2) Completing the application form:
Download the related form from the Office of the Secretariat (http://host.cc.ntu.edu.tw/sec/); attach one copy of the Engineering Center application form and send in the information with the approval seals from the department supervisor and dean to the Office of the Secretariat to be submitted to the Engineering Center.

Department / Secretariat
Contact / (02) 3366-2038
Website / http://www.etop.org.tw/

3. Subsidy from the Ministry of Education

Subsidizing activities for international academic and educational exchange

(1) Subsidy items:
1. International academic seminars, workshops, or academic lectures.
2. Education fair or promotional activities for student recruitment held abroad.
3. Other international academic and educational exchange activities approved by the Ministry of Education.

(2) Application process
1. Complete the application form (available for download in the related forms section at the Office of the Secretariat website).
2. Information to be attached:
   (1) Event proposal
   (2) budget application form
   (3) Event initial evaluation form

3. With approval seals from the department supervisor and dean, send the application to
the Office of the Secretariat to be submitted to the Ministry of Education.

(3) Application period (applications are accepted twice a year):
1. March 15-April 30:
   This applies to events that take place between July 1 and December 31 of the same year.
2. September 15-October 31:
   This applies to events that take place between January 1 and June 30 of the following year. Late applications (postmarked by the due date) will not be accepted.

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<td>Regulation / Ministry of Education Grant for Organizing International Academic Educational Exchange Activities Implementation Guidelines</td>
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We aim at establishing an independent research environment to encourage long-term, diverse and innovative research.
Salary

1. Faculty Salaries: set in accord with the “Public University Faculty and Assistant Scale of Ranks”:

   Professor (Senior Research Fellow): NT$475 ~ NT$770; Associate Professor (Associate Research Fellow): NT$390 ~ NT$710; Assistant Professor (Assistant Research Fellow): NT$310 ~ NT$650; Lecturer (Research Assistant): NT$245 ~ NT$625; Teaching Assistant: NT$200 ~ NT$450.

2. Assessment and Approval: conducted in accord with these principles:

   (1) Assessment of salary scale is applicable to faculty members who had worked full-time in teaching, research, professionally, or at a private institution before joining the NTU faculty; one full year of service generates a one level increase in salary scale.

   (2) The salary scale for faculty members whose rank is instructor or above and who had worked at other domestic or overseas private institutions are handled in accord with the Ministry of Education’s "Salary Scale Assessment Based on Years of Service in Domestic or Overseas Private Organizations for Teachers of Instructor Rank or Above."

   (3) New faculty members who apply, within a month, for reclassification for their previous teaching and research or for years of services, and who submit proof of earlier employment, the effective date can be retroactive to their arrival date.

   (4) Reclassification applications based on the higher degree will be effective from the filing date.

3. Faculty Remuneration:

   Monthly payments are based on annual salary + various levels of academic research fee.

4. Special Cases:

   Cases that cannot be assessed will be submitted to the school’s Teacher Evaluation Committee for discussion or for special case assessment.

5. Teacher Salary Reclassification Application Form:

   Personnel Department Homepage → Common Forms → Employment Division → Other → Teacher Salary Reclassification Application Form

6. Personal Payment Inquiry and Email Verification

   (1) Please apply for an account and password at the Computer and Information Networking Center and log on to myNTU and click on "Accounting and Property→ more → payment inquiries." One can conduct a search based on year after entering the system with the "account number" and "password." Please check various payment item details by clicking "payroll within the establishment inquiry," "savings for resignation inquiry," "provisional payment inquiries," or "miscellaneous expenses inquiry." Users can also apply for personal payment email notifications, and change their personal email and telephone through the system.

   (2) Payments to those who have not been hired within the establishment can also apply for the payment inquiry and notification services by entering the myNTU portal and applying for an account and password via fax (please read the application terms before submitting an application). Applicants can apply for the full services after the account has been approved.

   Department / Planning and Evaluation Section, Office of General Affairs, Cashier Division
   Contact / (02) 3366-3734
   Website / http://info.ntu.edu.tw/

Promotions

1. Processing Procedures

   (1) All promotions will be handled once every academic year, in principle, by academic units that have an opening. The promotion will be approved after passing three levels of Teacher Evaluation Committee review, departmental (graduate institute), college, and university; a promotion report will be submitted to the Ministry of Education for teacher certification.

   (2) If a faculty member has a joint appointment equally between two departments (graduate schools), the two departments (graduate schools) will negotiate to decide which department (graduate school) will process the promotion application.

   (3) Promotions of teachers who are physicians at the "Institute of Biomedical Engineering" will be handled by the College of Medicine while promotions for teachers who are not physicians will be handled by the College of Engineering. The promotions of researchers of the Hydrotech Research Institute will be conducted by the College of Engineering with a notification sent to The College of Bioresources and Agriculture.
2. Promotion Eligibility
(1) Full-time faculty members at NTU can be promoted from a lower level to a higher level position. In the second semester that a faculty member teaches at the university, he or she can apply for promotion with the Teacher Evaluation Committee of the department (graduate school). The application must pass the evaluation process (or within the set evaluation period after the promotion) or be waived by the university for that faculty member.

(2) Current faculty members who obtained their instructor’s certificate before the amendment of the Educational Personnel Employment Law (March 21, 1997) and who taught without interruption since then can apply for evaluation according to the original promotion guidelines.

(3) The promotion of teaching assistants who were employed before March 21, 1997 to lecturers will be handled according to the new guidelines.

(4) Full-time faculty members on temporary transfer without pay can apply for promotion if they volunteer to return to teach at the school.

3. Qualifications and Record of Service
(1) Basic years of service:
1. The last day of the school year (July 31) is used as the record date for calculating years of service for promotion.
2. Basic years of service must meet the specifications of Articles 16, 16-1, 17, and 18 of the Educational Personnel Employment Law.
3. The years of service for research work, professional career, and positions will be calculated based on the months and years recorded on the proof of employment formally issued by service agencies.
4. The years of service of a faculty member at a certain rank will be calculated according to the months and years recorded on the teaching certificate of the specific rank. For adjunct faculty members, half of the length of service will be credited.
5. For full-time faculty members who are approved for full-time advanced studies and research, regarding promotion, a maximum of one year will be credited from the period of advanced studies and research to their years of service. For teachers with approved temporary transfers, a maximum of two years will be counted toward years of service in terms of promotion.

(2) Special Outstanding Performance: If a teacher only matches the basic requirement for years of service set by the Educational Personnel Employment Law, or if an Associate Professor or Assistant Professor has served less than four years, or if a post-doctoral instructor has served less than ten (five) years, he or she must demonstrate special outstanding performance for promotion and provide written certification of extraordinary achievements or review and evaluation.

4. Review of Representative Work
(1) Regulations:
- Education Personnel Employment Law
- Faculty Qualification Review Guidelines for College and Above
- Faculty Qualification Review Implementation Guidelines for College and Above
- Implementation Guidelines for Authorization from the Ministry of Education for College and Above to Conduct Faculty Qualification Reviews

(2) Terms:
1. Representative works: must be published within the period in which the applicant had reached the current faculty rank and within five years before the submission of review (can be overridden by the regulations of the college or department (division) should they request shorter terms).
2. Reference works: must be published within the period in which the applicant had reached the current teaching rank and within seven years before the submission of review (can be overridden by the regulations of the college or department (division) should they request shorter terms).
3. References: Professional or academic achievements received between the reaching of the current rank and the promotion application of the teacher can be listed as references.
4. If the review term of the work of a female faculty member is delayed due to pregnancy or childbirth, such a faculty member who got pregnant or who gave birth after reaching the previous faculty rank and within five years before the submission of review can, as approved by the third Faculty Evaluation Committee in the 2010 academic year, delay the review of their representative works and reference works for no more than two years.

(3) Publication regulations:
1. Must be published in well-known domestic or overseas academic or professional publications (including electronic journals with formal review process and public availability); writings that have been publicly published; assembled public publications from domestic or overseas conferences with formal review process (including CD publications). The faculty work must have been published before the Faculty Evaluation Committee met in the department (college) in the year of promotion application, or proof must be submitted that the work was accepted for publication.
2. Applicants should print out pages showing the month and year of the publication of their professional work (including representative work and reference work) for review.

3. Preferably, the applicant must have been the first author, corresponding author, or equal contributing author of the representative work; if not, please submit written information showing the applicant’s specific contribution to the work.

(4.) Regulations for unpublished representative work:

1. When submitting unpublished works that have been accepted for regular publication as the faculty member’s representative work, the work still must be published within one year and then submitted to the Personnel Department for review and filing within two months of publication.

2. If the work is not published within a year due to causes beyond the applicant’s control, explanation of the reason and proof of scheduled publication time should be submitted to the university Teacher Evaluation Committee for an extension application. The time frame is limited to three years from the date of publication acceptance.

3. Those who fail to publish or submit their work by the given time must be reported to the Ministry of Education to revoke his or her teacher’s qualification and to return the teachers certification of his or her rank.

4. For applicants who submitted more than two representative works, the applicant should, to avoid confusion, consider listing the work that has already been accepted for publication as the representative work in case other works are not published on schedule in the future.

(5.) Specifications for publishing work:

1. Applicants from the colleges of science, engineering, medicine, bioresources and agriculture, management, electronic information, public health and the Center for Teacher Education under the Office of Academic Affairs should have published works in SCI or SSCI listed journals. However, a few special fields of study can be evaluated according to the standards of related academic fields other than their own college. Applicants from the college of liberal arts, law, social sciences should have published work in good quality (first-class) journals defined by their department or graduate school or the journals listed in SSCI, AHCI, TSSCI, or THCI.

2. The journals listed by each department or graduate school should be approved by the Teacher Evaluation Committee of each department or graduate school and be submitted for approval at the school’s Teacher Evaluation Committee, which should announce the information online.

(6) Works that are books are limited to those that have already been published.

(7) The submitted work should be related to the subjects taught. If the course is taught in a foreign language, the college or department handling the application is authorized to evaluate the teacher’s academic professionalism and to conduct their review. In addition, a Chinese summary must be attached for the course. If review candidates who are familiar with the foreign language are unavailable in the country, the department or institute may request that the entire work be translated into Chinese or English.

(8) The work submitted should demonstrate individual originality; work compiled through organizing, editing, combining, translating, or compiling works by others or non- academic work should not be submitted for review.

(9) Representative works shall not be part of a thesis or dissertation. However, regarding works that were not submitted as the thesis or dissertation of a degree or works that are extensions of thesis or dissertation research, the applicant should take the initiative to provide an explanation; this regulation does not apply to works that are considered relatively innovative after professional assessment.

(10) Co-author: Works with co-authors can only be submitted by one of the authors as the representative work for teacher qualification review. Works with multiple authors must attach “Verification of Co-Author” to illustrate the contribution or the part completed by the applicant or co-author. Other co-authors shall sign the document to relinquish their right to submit the work for teacher qualification application. Nevertheless, proof of the signature and seal of the co-author can be waived under the following circumstances:

1. The applicant is an Academician of Academia Sinica.
2. The applicant is the first author or corresponding (telecommunicating) author.

(11) Assistant professors who are applying for promotion to the rank of associate professor should have done independent post-doctoral research work published after returning to the country. The work should have innovative insights in the research field and no negative comments in the overall review.

5. Links for Promotion-related Matters
Personnel Department Homepage → laws and regulations, common forms, or process → Employment Division → Promotion

Department / Employment Division, Personnel Department
Contact / (02) 3366-5932
Website / http://www.personnel.ntu.edu.tw/
Holding a Part-time Job

1. Part-time jobs should be processed in accordance with the guidelines regulating full-time faculty members from all levels of public universities in holding part-time jobs.

2. Full-time faculty members (researchers) may hold part-time off-campus jobs with the written approval from the university. The organization offering the part-time position must acquire the consent of the university with a written letter, for the full-time faculty member to hold a part-time job or the faculty member who plans to hold a part-time should take initiative to fill out an application form with information attached and follow administrative procedures for approval. According to the faculty evaluation criteria of the school, if the most recent evaluation was not approved, the applicant will not be able to hold any part-time jobs for one academic year. If the faculty member passes his faculty evaluation during the second review, his or her right to hold part-time jobs will be restored immediately.

3. Full-time faculty members who hold part-time jobs should not let their full-time work be effected and must still meet the school’s basic teaching hours and work requirements (faculty members who are on leave or temporary transfer are not subject to this restriction.)

4. Applicants who apply to work part-time at for-profit enterprises or organizations must first receive approval by an administrative meeting of their department (division) followed by an evaluation by the college as sufficient grounds for final submission to the university to obtain the university’s consent.

5. Full-time faculty members (including those with adjunct administrative duties) who work at for-profit enterprises or organizations as an official representative of the school must first be reviewed by the university’s Evaluation Committee. Applicants who pass the review still must obtain the approval of the university president before taking on the part-time job.

6. Professors who plan to engage in part-time jobs outside their research project during their research leave should first obtain approval from the Teacher Evaluation Committee of their department or institute.

7. Faculty Members shall not hold the following part-time positions:
   (1) Chairman, director, supervisor, responsible person, or manager of a pro-profit enterprise or organization if not serving as an official representative of the university. Exceptions include outside director, independent director, outside supervisor, independent supervisor for listed (OTC) companies or for non-listed (non-OTC) public companies that have made a resolution in a stock-holder’s meeting to plan and apply to be listed (OTC). Other exceptions include independent director for a subsidiary bank, bond company, or security company that is solely owned by a financial holding company.
   (2) Lawyer, accountant, architect, and technician whose duties involve professional legal standards.
   (3) Chairman or internal administrator of a private school.

8. Faculty members whose part-time job mainly involves regular business shall not work for over eight hours per week.

9. The number of times and maximum amount of part-time compensation for faculty members at college level and above institutions (including faculty members who hold adjunct administrative positions) is not restricted to the “Military, Civil and Teaching Staff Multi-duty Transportation and Seminar Hourly Fee Regulation” (which limits the number of payments to twice per year with a maximum compensation of $16,000 dollars). All part-time compensation is transmitted by the institution (organization) or school that offers the main position; the payment shall not be made directly from the institution (organization) or school that offers the part-time position. The restriction does not apply to institutions (organizations) or schools which pay the part-time compensation through direct deposit and which notify, by written notice, the institution (organization) or school that offers the main position after they issue payment.

10. Part-time job restrictions for faculty members who hold adjunct administrative positions in the university:
   (1) The person shall follow related regulations regarding part-time job restrictions for civil servants, such as Article 13 and 14 of the “Civil Servants Work Act,” as well as the “Regulations for Civil Servants Holding a Part-time Job at Private Enterprises Directly or Indirectly Invested by the Government and Donating or Subsidizing Foundations and Director or Supervisor of Foundations.”
   (2) Full-time faculty members with adjunct administrative positions shall not, in personal capacity, become independent directors and supervisors for private companies.
   (3) Unless specified by law or for those who have applied for leave without pay based on the “Regulations for Retaining Civil Service Position without Pay,” faculty members shall not serve as the chairman or vice chairman of a governmental venture capital business.
   (4) The work scope and approval procedure for faculty members who have adjunct administrative positions are regulated by the Civil Servants Work Act not by sections number 3, 4, and 10 in the Guidelines for Additional Part-time Positions Held by Faculty of Public Schools of Various Ranks.
11. Link for part-time job application form:
Personnel Department Homepage → Common forms → Employment Division → Part-time Job and Part-time Teaching.

Department / Personl Department, Employment Division
Contact / (02) 3366-5932
Website / http://www.personnel.ntu.edu.tw/

Holding a Part-time Teaching Position

1. Full-time faculty members who want to teach part-time outside the school need to apply for approval in accord with the “Guidelines for Full-time Faculty Holding Part-time Teaching Outside the School.” According to the university faculty evaluation guidelines, applicants who failed the most recent evaluation shall not do part-time teaching outside the university starting the following academic year. If the applicant passes the next evaluation, his or her right to do part-time teaching will be restored in the following academic year.

2. Full-time faculty members (researchers) need to have the written consent of the university before they engage in part-time teaching. The location of the part-time teaching shall, in principle, be within the distance of a one-day trip.

3. The school offering the part-time position must obtain the written consent of our university. Otherwise, the faculty member who plans to do part-time teaching should take initiative to fill out an application form to apply for approval.

4. For faculty members (researchers) who teach part-time at other schools, the teaching hours shall not exceed four hours for day classes.

5. Faculty members from each department (division) can teach part-time outside the university on the condition that it will not affect their teaching at the department or graduate institute of this university.

6. Rule 12 of the university’s “Professor Research Leave Implementation Guidelines: ” Professors who plan to engage in part-time jobs outside their research project during their research leave should first obtain the approval of the Faculty Evaluation Committee of their institution prior to starting the job.

7. Link for part-time teaching application form:
Personnel Department Homepage → common form → Employment Division → Part-time job and part-time teaching

Faculty Qualification Review

1. Qualification reviews shall be conducted for the appointment and promotion of university faculty members. (Faculty members who applied for a teacher’s certificate from the Ministry of Education and who already passed the qualification review for their rank are not subject to this regulation.)

2. Supplementary Documentation
The following information should be attached with the qualification review application
(1) The faculty member’s qualification review curriculum vitae in triplicate (1 original copy with picture, 2 photocopies of the original on “standard A4 paper” with the signature and seal of the applicant) and an electronic file. An additional picture should be attached with name, department or graduate institute, date of birth, and ID number written on the back.
(2) One copy of the diploma of one’s highest degree (original transcript should be attached if attending courses, exempted if not) and one copy of the current letter of appointment. Documentation of full-time administrative position must be submitted for part-time faculty members holding such positions.
(3) One set of representative works that were completed within the last five years and reference works completed within seven years (can be overridden by the regulations of the college, department (division) should they request shorter terms). Representative works must be already publicly published and circulated, have already been published or have been accepted for publication by a well-known domestic or overseas academic or professional journal; for works accepted by journals, proof of planned publication must be provided.
(4) One original copy of Certificate of Co-Authorship (exempted if the work is not by multiple authors and if the applicant is an Academician of Academia Sinica).
(5) Faculty members who have an overseas degree shall submit two verification letters from the university attended (one copy of initial letter [verification of department or graduate school initial letter] and one original copy of response letter) or degree certification validated by overseas government office, as well as one copy of a general table regarding the circumstances of overseas degree study (exempted if the applicant is using a domestic degree).
(6) One photocopy of the front and back sides of the applicant’s ID card (foreigners must submit basic information page of their passports [including date of birth])
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(7) If the highest degree of an applicant is an overseas degree, proof of travel records during the study period must be attached (please contact National Immigration Agency, Ministry of the Interior for application; the address is 15 Guangzhou Street, Taipei City, phone number (02) 2388-9393).

(8) Faculty Qualification Review Check List for College and Above.

3. Members who hold a teacher's certificate of the same rank from another school need not apply for review. The age limit for teacher's qualification review is 65 years old. However, applicants who had not yet reached 65 years of age prior to the date in which the Ministry of Education begins the review process will still be allowed to apply. In addition, the age limitation does not apply to faculty members who have been approved for delayed retirement.

4. Teachers who do not physically teach at the university during that particular semester need not apply for review, nor do faculty members who teach less than 18 hours per semester. For those who teach internship (experimental) courses at each department, one hour will be credited for every two hours of teaching. Clinical practice hours at the School of Medicine will be calculated for review based on the "Clinical Practice Teaching Activity Conversion Rate" and the hours will be verified by the supervisor of each department (division) or graduate school.

5. If the representative work is written by multiple co-authors, it can only be submitted by one of the authors as representative work for faculty qualification review. "Certificate of Co-Authorship" must be attached to indicate the applicant's and the co-author's relative contributions to the work. Other co-authors shall sign the document to relinquish their rights to submit the work for faculty qualification review (they still can list it as a reference work). Nevertheless, proof of signature and seal of the co-author can be waived under the following circumstances:
   1. The applicant is an Academician of Academia Sinica.
   2. If the applicant is the first author or corresponding (telecommunicating) author, the proof of signature and seal of the overseas co-author can be waived. ("Overseas co-author" refers to those who live abroad and whose current residence could not be verified or those whose nationality is other than the Republic of China.)

6. For applicants who submit an overseas diploma for the review, a formal letter of inquiry should be sent to the original school three months prior to the application (or no later than the date when the department will hold the teacher evaluation meeting) to verify graduation. In addition to listing the result on the opinion board in the department or graduate institute, the verification information must be submitted to the school along with the application. The process of degree verification might impact the calculation of the faculty member's years or service and thus must be handled precisely in a timely manner to avoid any adverse influence on the faculty member's rights.

7. If the degree is validated by our country's overseas government office in accordance with their documentation validation procedure, and has been confirmed by the university, the degree verification process can be waived for the applicant.

8. Related link for faculty qualification review:
   Personnel Department Homepage → common form → Employment Division → teacher's qualifications review
   Department / Personnel Department, Employment Division
   Contact / (02) 3366-9392
   Website / http://www.personnel.ntu.edu.tw/

Faculty Evaluations

1. The Purpose of the Reviews
   To enhance the faculty members' sense of honor and to improve the standard of teaching, research and service at the university through the implementation of the evaluation system.

2. Persons who are Subject to Evaluation
   Full-time paid faculty members of the university are subject to evaluation for teaching, research and service; each college will set its own regulations whether unpaid faculty members are also subject to evaluation.

3. Terms of Evaluation and Related Rights and Interests
   (1) University faculty members shall first pass the evaluation before they apply for promotion. Lecturers and assistant professors shall do so within 3 to 5 years of service in the university; associate professors and professors shall have their first evaluation conducted by their colleges within five years of service. For those faculty members who pass the initial evaluation, the college shall hold the evaluation again for every three years for lecturers and assistant professors and every five years for associate professors and professors.

   (2) As to faculty members who do not pass the evaluation, the college shall explain the reason to the faculty member who failed the evaluation. The college should coordinate with the department or graduate institute in light of academic degree and performance to assist the faculty member and hold a second evaluation within two years (counting from the semester after the failed evaluation). If the applicant still
fails the second evaluation, the case should be submitted to the faculty evaluation committee at the college and university levels to decide to not reappoint the teacher.

(3) Faculty members who failed their most recent evaluation shall not apply for professor research leave and are not allowed to have a salary increase, to hold part-time jobs or teaching positions outside the university, or to engage in a temporary transfer. They shall not extend their services or hold positions on the faculty evaluation committee at any level or as administrative and academic supervisors. Their rights to do part-time work, teaching and temporary transfers will be restored after they pass the second evaluation. Moreover, their salary increases will be resumed from the following school year. Restoration of the other rights listed above shall be in compliance with the related provisions.

(4) Assistant Professors from each college who have not been promoted after teaching for eight (inclusive) or more years will be deemed as having failed the evaluation, to be handled according to the related provisions of their college. For Assistant Professors who are granted an evaluation postponement and take leave without pay, their period of time on leave without pay will not be calculated in the years of service with no promotion mentioned above.

4. Regulations for Postponed Review Application
With the approval of their college and the university, faculty members can postpone their evaluation for one year starting from the semester in which the evaluation was scheduled to be conducted by submitting signed corroborating documents that they had given birth, were raising a small child, or underwent drastic changes. Members are limited to postponing their evaluations again for the same reason once after the original postponement period has ended.

5. Regulations for Review Exemption
Associate professors and professors who have certain achievements in teaching and research can be exempted from evaluation. For detailed regulations, please refer to the university’s Faculty Evaluation Guidelines and Guidelines for Establishing Assessment Committee for Teachers’ Evaluation Exemption.

6. Revoking Qualification for Evaluation Exemption
When a college proposes a case for revoking a faculty member’s qualification for evaluation exemption, the faculty member’s qualification will be revoked if that assessment is agreed to by at least two thirds of the members in attendance of a meeting of the Assessment Committee for Faculty Review Exemption and approved by the university president.

Regulation / Faculty Review Guideline
Guideline for Establishing Assessment Committee for Teachers’ Review Exemption
Department / Secretariat of Academic Affairs
Contact / (02) 3366-2388 #105
Website / http://www.aca.ntu.edu.tw/aca2012/sec/service/evafree.asp

Leave Policy

1. Types of leave
(1) Personal leave: 7 days per academic year; family care leave is calculated as personal leave.
(2) Sick leave: 28 days per academic year.
   1. Female teachers are entitled to one day of menstruation leave each month and the number of days will be calculated as sick leave.
   2. For cases of serious diseases or miscarriage prevention diagnosed by a medical institution or a specialist that the condition cannot be cured in a short period of time, a request can be submitted to the university president for extended leave. The extended period shall not exceed one year, counting from the first day of the extension application, within the range of two academic years.
(3) Marriage: 14 days; the leave shall be completed within a month counting from the date of marriage registration.
(4) Prenatal leave: 8 days; the applicant shall apply before delivery. The 8 days can be divided into different segments but cannot roll over after delivery.
(5) Maternity leave: 42 consecutive days, and the days during the winter and summer vacations must not be deducted. For those who used up prenatal leave before delivery, some maternity leave can be used when necessary; it is limited to 21 days but need not be uninterrupted 21 days.
(6) Miscarriage leave: the leave shall be completed in consecutive days.
   1. Pregnancy over five months: 42 days
   2. Pregnancy of three months to five months: 21 days
   3. Pregnancy under three months: 14 days
(7) Paternity leave: 3 days and should be completed within 3 days before or after childbirth. Non-consecutive three days are allowed and can be extended in case of holiday.
(8) Bereavement leave: non-consecutive days are allowed, however, the leave should be completed within one hundred days from the date of death.
   1. Death of parent or spouse: 15 days
   2. Death of stepparent, spouse’s parent, or children: 10 days
   3. Death of great-grandparents, grandparents, spouse’s grandparent, stepparent of
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(11) Leave for statutory reasons: Teachers shall be granted leave under the following circumstances while the length of period will be determined by the school based on actual need:

1. Assigned to attend assembly convened by the Government.
2. Assigned to go on an inspection tour or participate in an international conference.
3. Ordered legally to report for military service.
4. Legally requested to participate in voting activity organized by the government.
5. Days off are granted to reward outstanding teachers in accord with the regulations of the supervising education and administrative institution.
6. A two-year limit for those injured while carrying out their duties or commuting to and from work who need to rest or receive treatment.
7. On the initiative of the university or supervising administrative institution, a faculty member is recommended or appointed to conduct full-time study and research abroad. The period is limited to one year.
8. With the consent of the university, invited to participate in examinations related to their duties that are held by the government.
9. With the consent of the university, invited to participate in activities organized by the university.
10. With the consent of the university, invited by a domestic or overseas institution, organization, or school to participate in various meetings or activities related to their duties or to testify and reply to a charge to meet legal obligations.
11. In response to teaching or research needs, faculty members can use part of their office hours outside of their teaching time, limited to eight hours a week, for advanced study and research in accord with the regulations of the university or at the supervising education administrative institution’s recommendation, appointment, or agreement initiative. However, the hours for leave for statutory reasons for teachers with part-time administrative positions during summer and winter vacations can be extended upon evaluation without being subject to the 8 hour restriction.
12. During summer and winter vacations, teachers can draft plans to go abroad, under the principle of not affecting teaching and administrative work, and to conduct advanced study or research at their own initiative at overseas schools or institutions with the university president’s approval.
13. Due to the need for inter-university teaching, a faculty member may provide support to another university by teaching part-time classes, with the university president’s approval.
14. For college level and above educational institutions, due to the need for industry-university cooperation, a faculty member may hold a part-time position at a related cooperating enterprise, with the president’s approval.
15. Mandatory quarantine for contagious disease as required by health authorities. However, people who fall ill with causes attributable to themselves are not subject to this regulation.

2. Procedures for taking leave

(1) Faculty members who take leave should apply through the school’s online attendance system; those who fail to apply in advance should complete the procedure as soon as possible after the incident.
Website: myNTU (https://my.ntu.edu.tw/) → Application for Teaching Position → Application /Approval for Taking Leaves → Application Procedures → Application for Domestic Leaves
Account: use the email account and password from the school’s Computer and Information Networking Center to log in to the online attendance system.
(2) For faculty members who are also administrative supervisors, the application should have the signature and seal of their deputy before submitting to the supervisor for approval.
(3) Except for personal leave and sick leave under two days, leave applications for leave should have supporting documents attached.

3. Notes and Additional Information

(1) Personal leave, sick leave, and prenatal leave can be calculated by hours. Marriage leave, paternity leave, and bereavement leave must be at least half day in each application. The approved leave will exclude holidays; however, holidays will not be deducted for sick leave applicants filing for extension due to illness. Regulated duty hours will be applied to those who submit the leave application on time.
(2) Teachers who take leave, take leave for statutory reasons, or go on vacation should fill out the leave application form through the attendance system and have their supervisor’s approval before they take the leave. In the cases of acute illness or emergency, their colleagues or relatives can handle the application on their behalf or post-incident application is allowed.
(3) The following conditions will all be considered as absence without leave: teachers who are absent without leave application or without post-incident application, without application for leave for statutory reasons or for vacation, without resuming duties after the approved leave, or sham leaves. For teachers who are absent from class without justifiable reason will be considered absent without leave. Wages for the days of absence without leave or absence from class shall be deducted
4. Application for Domestic and International Travel Subsidies

(1) While applying for leave through the school’s online attendance system for domestic and foreign business trips, please select “business trip” and submit the information to unit supervisor for approval.

(2) Go to “Inquiries and printing” in the attendance system → “Print application forms” to confirm the status shows “Approved.”

(3) Go to “Inquiries and printing” → “Print travel expense report form” to download “Travel expense report form.”

(4) Fill out the information in the related fields in the travel expense report form.

(5) Create reimbursement information in the school’s reimbursement system to be attached to the travel expense report form mentioned above, and apply according to the administrative procedure: Applicants → Supervisors → Personnel Department → Accounting Department.

Going Abroad

1. Going Abroad for General Purposes

(1) Faculty members traveling abroad should follow the standard application procedure for going abroad (including winter and summer vacations), weekends and national holidays excluded.

(2) Leave procedure: Faculty members who are taking leave should apply through the university attendance system before taking leave; those who fail to apply in advance should complete the procedure as soon as possible after the incident.
Website: myNTU (https://my.ntu.edu.tw/) → Application for Teaching Position → Application / Approval for Taking Leave → Application Procedures → Application for Overseas Leave
Account: use the university email login and password provided by the Computer and Information Networking Center.

(3) Notes and additional information:
1. Applicants who will travel abroad for investigation and study, visits, or meetings shall submit invitations and other related documents.
2. In addition to attaching the invitations, applicants traveling abroad to participate in international conferences should fill out related information online in the “Application Form for Participation in International Conferences Abroad.”

3. For travels to Mainland China, the application will be handled according to the following provisions:

(1) For the university president, teachers who hold adjunct administrative duties, rank (or equivalent rank) level 11 and above: Print out the online document “Application form for mayor of direct-controlled municipality, county governor (city mayor), political administration and classified staff (including retired), civil servants with rank level 11th and above to enter the mainland area,” and submit to the Personnel Department for the official seal and to be faxed to the National Immigration Agency one week before leaving the country.

(2) Staff with rank (or equivalent rank) level 10 and below, contractor, teaching assistant, and technical worker: Fill out related information in the online form “Application form for civil servants with rank level 10 and below who are not involved in national security secrets to enter the mainland area.”

(3) Teachers without adjunct administrative duties: Apply online for overseas leave; the above forms and information are not required.

(4) Applications that request university funds and self-finance to travel abroad on duty shall first fill out the “National Taiwan University fund and self-finance to travel abroad on duty proposal and funding subsidy application form.” With the agreement of the unit supervisor, the applicant should follow the administrative procedure and submit the application to the Accounting Department and Personnel Department to be reviewed and for the supervisor in charge of approving cases for overseas leave to be authorized to make the final decision.

(5) To avoid any impact on the implementation of teaching and administrative work, teachers traveling abroad should apply to travel during summer and winter vacation or other holiday sessions. If traveling abroad during the semester is needed due to special circumstances, personal leave application should be submitted (which applies as well even if there are no classes). In cases of personal leave that exceeds the prescribed number of days, salary should be deducted based on a daily calculation. However, the restriction does not apply to teachers whose advanced overseas travel before the
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beginning of semester exams does not affect the students taking class final tests and can submit the students score report to the Office of Academic Affairs by the required date.

(6) For teachers who are also administrative supervisors, the leave application should have the signature and seal of their deputies before submitting to the supervisor for approval. In addition, teachers who are also administrative supervisors and who are abroad for ten consecutive (including the tenth) days (excluding holidays), the additional pay for managerial positions will be suspended and will be replaced with compensation paid to the deputy based on the “Regulations for Civil Service Additional Pay.”

(7) For teachers who are also administrative supervisors, the leave application should have the signature and seal of their deputies before submitting to the supervisor for approval. In addition, teachers who are also administrative supervisors and who are abroad for ten consecutive (including the tenth) days (excluding holidays), the additional pay for managerial positions will be suspended and will be replaced with compensation paid to the deputy based on the “Regulations for Civil Service Additional Pay.”

(7) Faculty who travel abroad on duty (leave for statutory reasons or using public funds) should submit a travel abroad report, within three months after returning to the country, through the school’s Application/Approval for Taking Leaves online system. For further questions, please inquire with the school’s Office of Research and Development.

2. Going Abroad for Lectures, Research, and Advanced Studies (one month and over)

(1) Applying for travel abroad for lectures, research, advanced study are limited to full-time teachers in the university who have been teaching there for more than two consecutive years (two full years counting from the date of arrival). However, the restriction does not apply to teachers with special circumstances, who are approved by the Teacher Evaluation Committee of the department (division, graduate school, degree program, laboratory, or center) and by the university president.

(2) To avoid any influence on the school’s teaching, the total number of faculty members who conduct domestic and overseas advanced study, lectures, research, sabbatical leave, or temporary transfer for each department (division, graduate school, degree program, laboratory, or center) at any given time shall not exceed 16% of the current number of teachers. However, the percentage restriction does not apply in the following cases: the period of lecture, research, or advanced study is within one month or during winter (summer) vacation; teachers who are appointed according to each college’s new full-time faculty appointment guidelines and who are included in the priority list in the department or graduate school’s foster program for overseas advanced study.

(3) Teachers shall not apply for overseas lectures, research, and advanced study during the period of fulfilling service obligations.

(4) Teachers who are temporarily transferred to another institution, regardless if the teacher returned to teach voluntarily at the university during the period, must teach for over one year after returning to the original institution (calculating from the date of traveling abroad) before again applying for overseas lectures, research, or advanced study.

(5) The teachers’ schedule for lectures, research, or advanced study abroad should coincide with the semester for the convenience of class arrangement.

(6) Two months before traveling abroad, applicants should fill out the form “Teachers Traveling Abroad for Lectures, Research, and Advanced Study Application Form” (please go to Personnel Office website http://www.personnel.ntu.edu.tw/ → Common Forms → Assessment Division → Traveling Abroad to download the form). Related documents and proof, such as the foreign research institution agreement letter, should be submitted; the application will be submitted to the school’s Teacher Evaluation Committee once it is approved according to the administrative procedures. (If the period abroad is less than one month or is during winter or summer vacations, please apply as a general faculty member traveling abroad.)

(7) If the application submitted by the applicant is recommended by the college and department (division, graduate school, degree program, laboratory, or center) as a need for development or has been funded by government agency or institution that has a contract with the school, the applicant can have leave with pay during the period abroad. Nevertheless, position retained without pay will be applied if the period is extended.

(8) Family members who return after their period for overseas lectures, research, or advanced study should immediately return to school to fulfill service obligations. The period of service after their return to the university shall be calculated as twice the period of leave with pay, and as the same length for leave without pay.

3. MOST Research Subsidies for Short-term Research Programs Abroad

(1) After receiving the application notification from the Ministry of Science and Technology, the Personnel Division will inform each level one unit with a written notice in late April of each year. If a unit plans to recommend a candidate, an audit list should be completed by June 30 of each year and be submitted along with the applicant’s personal information, research plan, and proof of language ability to the level one unit for official seal and to be submitted to the Personnel Division for processing.

(2) The Ministry of Science and Technology accepts applications from May 1 to August 1 each year (exact due dates as set in the Ministry of Science and Technology announcements).

(3) After review and confirmation that the applicant meets the related qualification requirements,
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the Personnel Department submits the application for the university president’s approval followed by a review by the school’s Teacher Evaluation Committee, and then finally submits the case to the Ministry of Science and Technology for processing.

(4) The selected faculty member must meet the related qualifications and requirements listed in the “Ministry of Science and Technology Short-term Program to Conduct Research Abroad for Science and Technology Personnel Implementation Guidelines” and “Guidelines for Lecture, Research, and Advanced Study for the School Teachers.” (Please visit the website of the Personnel Division: http://www.personnel.ntu.edu.tw/ → Provision and Regulation → Personnel Regulation → “9. Training, Advanced Study, and Research”)

(5) When selecting and recommending the faculty members, each unit should not only hold a preliminary review of the items to be checked listed in the guidelines mentioned above but also confirm whether the total number of people that are on sabbatical leave, domestic and overseas advanced study, and temporary transfer meets the percentage restriction listed in rule number four in the “Guidelines for Lecture, Research, and Advanced Study for the School Teachers.”

(6) This application procedure employs an overall paperless application process. Applicants should go to the home page of the Ministry of Science and Technology (http://www.most.gov.tw) and click on “Short-term Program to Conduct Research Abroad for Science and Technology Personnel” under the “Personal Websites for Research Fellow” to enter and submit the application documents.

Sexual Harassment Prevention

1. Based on the Act of Gender Equality in Employment and related regulations for leave, taking, maternity leave, paternity leave, and position retained without pay for child rearing are reviewed and granted to faculty members and breastfeeding rooms are established. The appeal mechanism and channel for gender equality in employment is publicly listed at the “Sexual Harassment Prevention” section at the Personnel Department homepage.

2. If a teacher is involved in a student sexual harassment case which has been confirmed as authentic by the Gender Equality Education Committee, the case shall be immediately reported to the supervising educational administration institution for termination of contract.

Faculty Benefits

1. Living Subsidies (teaching and research faculty within the establishment)

   (1) Subsidy for marriage
   Within three months after the marriage registration day, faculty members can apply for two months basic salary as marriage subsidy.

   (2) Subsidy for childbirth
   Within three months after the date of childbirth, faculty members can apply for two months basic salary as childbirth subsidy.

   (3) Subsidy for Children’s Education
   If a faculty member has a child who is currently enrolled in a public school registered with the government, between elementary school and college, and the child resides with the faculty member on Taiwan, Penghu, Kinmen or Matsu, the faculty member can apply for the child’s education subsidy ranging from NT$500 to NT$35,800 based on the regulations.

   (4) Subsidy for spouse or family member’s funeral
   Three months within the spouse or family member’s date of death, faculty members can apply for three to five months basic salary as funeral subsidy for the spouse or family member (five month subsidy for parents or spouse, three for children).
2. Health Checkup

(1) Faculty health checkup
Teaching and research faculty members within the establishment who are over 40 years old (inclusive) can apply for one health checkup subsidy every two years. The maximum amount for each subsidy is $2,100; further expenses will not be subsidized. For expenses below the maximum amount, subsidy will be provided according to the actual examination fee.

(2) Checkup for level one administrative supervisor, professor emeritus, and teachers within the establishment who are over 60 years old (researchers and professional technical personnel), health checkup at the National Taiwan University Hospital will be arranged based on the application order under fixed funding each year, the checkup is limited to once every two years. The maximum amount of subsidy is $3,500 for level one administrative supervisor and teachers within the establishment who are over 60 years old; professor emeritus is not subsidized.

3. Faculty Assistance Program - mental health

(1) The school has signed a contract with Teacher Chang Foundation in providing professional psychological consulting services to the faculty of the university (including consultation services of talking sessions, telephone and internet correspondence); the reservation is absolutely confidential and does not go through the Personnel Department or unit supervisor.

(2) The maximum length of free consultation service for each person each year is six hours. No personal payment is required for services under six hours (inclusive), Teacher Chang Foundation will directly submit invoices to the university.

4. National Taiwan University Faculty Medical Cooperation Society

(1) Participation is limited to the teaching and research faculty members themselves who are within the school’s establishment, and their parents, spouse, and children. Applications for membership or discontinuation of membership for the next academic year are handled in December of each year.

(2) Membership fee: NT$600 each year for the faculty members themselves and NT$800 for their spouses each year.

(3) Subsidy standard for medical expenses:
1. Outpatient services: Discounts are offered for faculty members who visit the school’s Health Center and College of Social Sciences medical room.
2. Hospitalization: Subsidy is limited to contracted hospitals for National Health Insurance. Subsidy application should be submitted in the same academic year as the discharge from the hospital; the maximum hospitalization subsidy for each faculty member per year is $15,000.

5. Condolence Payments for Public Servants

This condolence payment refers to the subsidy provided to public civil servants who are injured, disabled, or have perished in the line of duty. Teaching and research faculty members within the establishment who are injured, disabled, or have perished in the line of duty can apply for condolence payments of between NT$10,000 to NT$3 million.

6. Emergency Loan for Central Civil Servants and Teachers

(1) Application items for teaching and research faculty within the establishment: loan for hospitalization due to injury or illness, loan for illness care aid (for those who are not hospitalized but who need long term treatment and care), loan for funeral expense, loan for major disaster.

(2) Loan amount: maximum NT$600,000.
7. National Taiwan University Faculty Member Public Fund

For those who are injured, hospitalized, become disabled, or have perished in the line of duty can apply for condolence payments ranging between NT$1,500 and thirty thousand.

8. Retirement (teaching and research faculty within the establishment)

(1) Type of retirement:
   1. Voluntary retirement: Teachers with the following condition can apply for voluntary retirement:
      a. Have held the position for more than five years and who are over 60 years old.
      b. Have held the position for 25 years (monthly pension is only available for retirees over 50 years of age)
   2. Retirement out of necessity: teachers who have held the position for five years and who have one of the following conditions should retire:
      a. Over 65 years old.
      b. Unable to hold the position due to mental illness or physical disability.

(2) Pension payment method:
   1. Those who have held the position for over 5 years but less than 15 years will be given a one-time pension payment.
   2. Retirees who have held the position for over 15 years can choose from one of the following payment options:
      a. One-time pension
      b. Monthly pension
      c. Having both 1/2 of one time pension and 1/2 of monthly pension
      d. Having both 1/3 of one time pension and 2/3 of monthly pension
      e. Having both 1/4 of one time pension and 3/4 of monthly pension
   3. Foreign teachers will be given one-time lump sum pension according to personnel regulations
   4. The faculty member's pension should be paid from the Retirement and Pension Fund established by the joint funding from the government and the faculty members.

9. Relief payment (teaching and research faculty within the establishment)

(1) Faculty members who pass away due to illness or accident or died in the line of duty will be given relief payment to the bereaved family

(2) Payment of relief payment:
   1. Death out of illness or accident:
      Those who have served less than 15 years will be given one-time relief fund and will not be given annual bereaved family relief fund. Those who have served more than 15 years will be given ten year annual relief payment and an additional one-time relief payment.
   2. Death out of statutory reason:
      One-time relief payment (an additional of 25%) and 15 years of annual relief payment; however, in cases of those who risked their lives or died on the battlefield, the annual relief payment will be given for 20 years.

10. Civil Servant Savings Deposit

Based on voluntary participation, a fixed amount will be deposited into the account each month when the salary is paid and the savings is available for withdrawal anytime. The interest rate will be based on the biannual savings floating interest rate announced by the post office. The maximum amount of each deposit is NT$10,000 and the maximum balance is NT$700,000. The interest rate for the portion that exceeds the limit will be calculated with the current savings account interest rate. Applicants please request a
post office account application form at the Cashier Division and visit the post office to process the application. For those who already have a military, public and teaching personnel saving account at the post office, please directly provide Cashier Division with a photocopy of the front cover of the post office deposit book.

<table>
<thead>
<tr>
<th>Department / Office</th>
<th>Office of General Affairs, Cashier Division, Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact /</td>
<td>(02) 3366-3498</td>
</tr>
<tr>
<td>Website /</td>
<td><a href="http://www.ga.ntu.edu.tw/cashier/service.jsp">http://www.ga.ntu.edu.tw/cashier/service.jsp</a></td>
</tr>
</tbody>
</table>

### Faculty Appeals

1. Conditions

   If a full-time faculty feels that the personal treatment he or she has received in the university is illegal or inappropriate and violates his or her rights and interests, the faculty member can, after receiving the disciplinary action, submit an appeal to the Faculty Appeals Committee (shortened as Appeals Committee).

2. Timing

   Within 30 days, counting from the next day of the notice or understanding, after receiving the written notice or learning about the treatment that is considered illegal or inappropriate, the faculty member should submit a written appeal to the university Appeals Committee (currently handled by the Secretariat Office, phone number: 3366-2033), and fill out the appeal form following the regulation format.

3. Results

   If the appeal is rendered justifiable, the unit that issued the disciplinary action should adjust the disposition; if the appeal is turned down, the member who has lodged the appeal can file a second appeal to the Ministry of Education’s Teacher Grievances Committee.

4. Special Regulations

   Regarding appeal cases related to a faculty member’s appointment, duration of employment, promotion, suspension, dismissal or non-reappointment, if the person submitting the appeal is considered as justified by the university’s Appeals Committee, the case will be submitted, following the procedure, to the Teacher Evaluation Committee for review and processing.

### Faculty Position Retained without Pay

(General Application / Personal Rights)

1. Website

   Personnel Department (http://www.personnel.ntu.edu.tw/ → Inquiry Items → Dedicated Section for Faculty Position Retained without Pay Faculty Rights → Faculty members within the Establishment)

2. Content

   (1) Application for Position Retained without Pay: provisions, requirements, application procedures and forms.
   (2) Application for Resuming Position and Pay: provisions, requirements, application procedures and forms
   (3) Related personal rights

<table>
<thead>
<tr>
<th>Department / Office</th>
<th>Position Retained without Pay for temporary transfer: Employment Division, Personnel Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Position Retained without Pay for reasons other than temporary transfer: Assessment Division, Personnel Department</td>
</tr>
<tr>
<td>Contact /</td>
<td>(02) 3366-5932 Employment Division</td>
</tr>
<tr>
<td></td>
<td>(02) 3366-5941 Assessment Division</td>
</tr>
<tr>
<td>Website /</td>
<td><a href="http://www.personnel.ntu.edu.tw/">http://www.personnel.ntu.edu.tw/</a></td>
</tr>
</tbody>
</table>
Financial Services and Fundraising

1. House Loan and Credit Loan: special offers
The school works with financial institutions in setting up collaborative programs, offering special house and credit loan programs to honor faculty members so as to alleviate their financial burdens.

2. Rewards for Attending Overseas Conferences
The income from fundraising can be used toward related fees in the areas of establishing lectures, rewarding and encouraging teaching and research, traveling abroad, and attending international conferences. For detailed information, please refer to National Taiwan University Lecture Establishment Guidelines and National Taiwan University Donation Income Finance Management Guideline.

Insurance

1. Mandatory Insurance for Teachers and Public Servants
(1) Premiums: Monthly premiums for the insured person is the amount insured (basic salary) \( \times 8.25\% \times 35\% \) (percentage paid by the insured)

(2) Claimable amount:
   1. Disability benefit: 6 to 36 months of amount insured.
   2. Pension benefits: People who have retired, been laid off or resigned and cancelled the insurance after paying premiums for 15 years and who are at least 55 years of age may claim pension benefits. The maximum application amount is 36 months of the amount insured.
   3. Death Benefits: 36 months of amount insured will be paid as death benefits for deaths caused in the line of duty. For non-work related deaths, 30 months of amount insured will be paid; however, 36 months of amount insured will be paid to those who have been paying for more than 20 years.
   4. Funeral subsidy for dependents: In the cases of the death of a parent, spouse, or child, one to three months of amount insured will be paid.
   5. Subsidy for parental leave without pay: Monthly subsidy for parental leave without pay will be provided, starting from the day of leave, to those who have been participating in the insurance program for over a year, raising children under three years old, applying for parental leave without pay, and choosing to continue the insurance. (Starting from the month of parental leave without pay, the subsidy amount is calculated based on 60% of the amount insured for the first six months; the maximum period is six months.)

2. National Health Insurance (mandatory social insurance)
(1) Regular insurance fee (monthly premiums): amount insured monthly (full pay [basic salary + academic research fee + managerial allowance] \( \times 4.91\% \times 30\% \)) (percentage paid by the insured) \( \times \) (the insured + number of dependents insured). (Those who have over three dependents, the number of dependents will be calculated as three.)

(2) Supplemental insurance fee: If the faculty member has been paid bonuses, part-time wages, and assignment income from the school or rental income, he or she shall deduct personal supplementary insurance fee based on the supplementary insurance rate (2% in 2013) when paying for the insurance.

(3) Range of payment: During the period of valid insurance, benefits shall be paid to the insured in the event of disease, injury, or childbirth.

3. Group insurance:
Faculty who require the service can participate in the "Family Well-being: Government Employees and Teachers non-subsidized Accident Group Insurance" offered by the Directorate-General of Personnel Administration under the Executive Yuan. (For detailed information please visit Directorate-General of Personnel Administration website homepage - search - group insurance project)
Campus Life and Health

Chapter 8
NTU Life

Information concerning daily life and shops on the National Taiwan University campus, including eateries, accommodations, sundry shops, bicycle sales and repair, beauty salon, barber shop, and dry cleaners, is available on the Office of General Affairs website "NTU LIFE": http://life.ntu.edu.tw/. Everyone is also welcome to subscribe to the "LIFE eNewsletter" through the NTU LIFE website to receive up-to-the-minute campus offers.

Center for the Arts

Located in the Odeum, NTU’s Center for the Arts is a lovely, petite professional performance hall which seats 120 people. The Odeum is not only the home of the Center for the Arts, it is the sanctuary for the arts for many at NTU. With the establishment of this professional performance hall, the Center for the Arts has held a number of indoor performances, including music, theater, and dance performances, in recent years. In addition, it hosts frequent lectures in arts and the humanities and held the National Taiwan University Literature Award ceremony, with hopes to help arts and culture take root on campus. The Center for the Arts strives to build firm relationships with the faculty and students and become a haven of the arts and culture at National Taiwan University.

The Center for the Arts has the following future development goals:

1. The Odeum as a Landmark for Arts Performances and Exhibitions in Taipei

The Center for the Arts aims to utilize the "Odeum" performance hall and the outdoor Odeum Square as venues for more and more arts exhibitions, including outdoor musical performances, campus installation art exhibitions, and outdoor film festivals. Each arts activity will include exhibitions, lectures, performances, and workshops so that everyone will have frequent opportunities to enjoy arts activities and to experience the beauty, richness, and novelty of creative artistic presentations that offer up visual, auditory, tactile, and other sensory delights.

2. Creating a Space for Artistic Creativity

The Center for the Arts aims to offer opportunities for National Taiwan University students to get involved in arts and cultural creations and to understand the business side of culture and creative arts, for example by organizing theater workshops, literary camps, and art camps to ignite the students’ thirst and energy for artistic expression. The Center also organizes humanities lectures featuring experts in various fields of arts and the humanities to share their experiences so as to give the students a deeper understanding of the arts industry and expand the horizons and range of opportunities in their future career blueprints.

3. Fortifying a Platform for Artistic Interaction

The Center for the Arts will collaborate with performing arts groups nationwide to provide learning and observation opportunities for teachers and students at the university, and serve as a platform for performing artists around the country to present their new works and creations in order to stimulate cultural creativity in National Taiwan University.

4. Expanding National Taiwan University’s International Artistic Outlook

The Center for the Arts aims to increase arts and culture interactions with foreign universities and performing groups so that National Taiwan University will be an important base for international arts and cultural exchanges. In this way, the Center hopes to expand everyone’s global outlook at National Taiwan University, encourage and lead the entire society to experience cultural diversity, and promote Taiwan’s own cultural assets and establish cultural benchmarks.
Chapter 8: Campus Life and Health

Faculty Housing and Housing Loans

1. Single Room Faculty Housing
Salaried, unmarried NTU faculty members may apply for dormitory rooms, with the exception of those with government housing loans or subsidies, or those under contracts that specify that they not eligible to apply for faculty housing. The list of available single room faculty housing is renewed between February 1-5 and August 1-5 each year. The Property Management Division will post the list of available housing on its website and assign rooms according to the number of available spaces. Upon receiving a room assignment, the applicant must move in within one month upon signing the contract. The university conducts faculty residence visits twice a year in accord with the regulations to ensure proper utilization of the faculty housing.

Department / Property Management Division, Office of General Affairs
Contact / (02) 3366-3426
Website / http://www.ga.ntu.edu.tw/property/

2. Faculty Housing for New Faculty Members
After one month and within a year of starting to work at NTU, new assistant professors, associate professors, and professors can apply for faculty housing (except those who, or whose spouse, has a government housing loan or subsidy, or those under contracts that specify that they not eligible to apply for faculty housing). The list of available faculty housing for new faculty members is posted on the Property Management Division’s website between January and March, and July and September each year. The list is renewed on six occasions and the division will assign the housing according to the number of available spaces. Upon receiving a housing assignment, the applicant must move in within one month upon signing the contract. The university conducts faculty residence visits twice a year in accord with the regulations to ensure proper utilization of the faculty housing.

Department / Property Management Division, Office of General Affairs
Contact / (02) 3366-3426
Website / http://www.ga.ntu.edu.tw/property/

3. Multi-room Faculty Housing
Salaried university faculty (excluding those with ancillary units) with spouse, minor children, parents or physically or mentally challenged adult children who are dependent on them and live with them may apply for a regular dormitory unit. Dorm units are not available to those who have received government subsidy or purchased public housing, such as government interest subsidy, house loan grant, purchase of preferentially priced government-built housing, or those under specific contracts that specify that they not eligible to apply for faculty housing. Faculty without the above dependents living with them can apply for a dormitory unit after having worked for one year at the university. Full-time faculty described above with doctorates can also apply to live in the scholar’s dormitory. From the first to the tenth day of March, June, September, and December, dormitory waiting lists are posted on the Property Management Division website. If a day lands on a holiday, it will be postponed to the first business day. The Property Management Division can increase the distribution number based on dorm unit availability. Those who are assigned a dormitory unit should move into the unit within one month upon signing the dormitory contract. The university conducts faculty residence visits twice a year in accord with the regulations of the Executive Yuan, to ensure proper utilization of the faculty housing.

Department / Property Management Division, Office of General Affairs
Contact / (02) 3366-3428
Website / http://www.ga.ntu.edu.tw/property/

4. Low Interest Home Loans for Civil Employees
The central government’s Civil Service Housing and Welfare Committee (hereby referred to as the Civil Housing Committee) discontinued its grant for new applications of the “Central Civil Servant and Teacher Home Loan Subsidy” in 2006. In order to provide financial assistance to teachers and civil employees who wish to purchase and repair their homes, the Civil Housing Committee conducts an open selection among private financial institutions in selecting an agency with the lowest home loan interests set specifically for civil servants each year. The financial agency is then recommended to the nation’s civil employees for reference so as to compensate for the original government subsidy. The Property Management Division has been commissioned by the Personnel Department to administer the automatic payroll deduction for the new members of our faculty who have registered for the government home loan subsidy prior to 2005.

For more information, please visit the Executive Yuan’s Directorate-General of Personnel Administration website (http://eserver.dgpa.gov.tw).

Department / Property Management Division, Office of General Affairs
Contact / (02) 3366-3426
Website / http://www.ga.ntu.edu.tw/property/
5. Dormitory Repair Service
Dormitory residents can enter the management and repair service system webpage http://host.cc.ntu.edu.tw/repairservice/default.aspx and click "Faculty housing repair service" to fill out a report form.

Outsourced Lodging / Dining Facilities

1. Hsiu Chi House
Located on the Shueiyuan campus, the Hsiu Chi House provides long-term accommodations for faculty and research assistants and short-term accommodations for designated teaching and research, or exchange and visiting scholars.

Department / Prince Housing & Development Corp.
Contact / (02) 2363-1066 #40199
Website / For more information on room size, rent and facility inquiry, please visit: http://ntudorm.prince.com.tw/Institute_List.aspx

2. Just Sleep @ NTU Tsun Hsien Hall
Tsun Hsien Hall is located on No. 83, Sec. 4, Roosevelt Road. It is managed by the Regent International Hotel group and offers discounts to NTU faculty, staff, employees, students, retirees and alumni.

Department / FIH Regent Group
Contact / (02) 7735-5088
Website / For reservation, please check the Just Sleep @ NTU website: http://www.justsleep.com.tw/NTU/en

3. Outsourced Campus Eateries and Souvenir Shops
Eateries and souvenir services are available at the Second Student Activity Center, from B1 to the second floor, also at the Siao Fu Commissary, Ming-Da Hall, New Moon Pavilion, and the Lu Ming Hall and Square.

Department / Facilities Service Division, Office of General Affairs
Contact / (02) 3366-2199
Website / More information about services and special offers, please visit the NTU Life website at: http://life.ntu.edu.tw/

Transportation

1. Parking Permits
(1) Please access the National Taiwan University Homepage / myNTU / Buildings and Transportation / Application to obtain Parking Permit / Faculty section under the Vehicle Division to register vehicle registration information

(2) First time applicants must visit the Office of General Affairs General Services Division homepage to download the first time parking permit application form, and attach the applicant's valid driver's license, vehicle license (of the applicant or spouse) and photocopies of ID card and faculty card to submit to their department for the application process. Applicants who need to apply for underground parking curfew setting must visit the General Services Division in person with a faculty ID. Applicants for new student underground parking must go to the new student underground parking management office.

(3) Faculty members who are attached to a specific building have priority use of that building's basement parking. If the number of parking permit applications is less than 1.5 times the number of parking spaces, faculty members of other departments may apply for a parking permit there. If the number of applicants exceeds the number of parking permits that can be issued, the permits will be assigned by drawing lots.

(4) For information change or parking permit replacement, please download the form for parking permit change from the General Services Division website. For change of vehicle registration, please visit the General Services Division office to return the old permit and submit the new vehicle registration (of the applicant or spouse) as well as related ID and a fee of NT$100.

(5) For parking permit refund, please visit the General Services Division website to download the National Taiwan University parking permit (curfew card / remote control) refund application form; please bring the receipts of parking clearing fee, vehicle pass, and teacher ID (remote control) to the General Services Division.

Department / General Services Division, Office of General Affairs
Contact / (02) 3366-2237
Website / NTU Parking Permit Management System
https://my.ntu.edu.tw/ntupass/
New Parking Permit Application
http://general.ga.ntu.edu.tw/gridfs/assets/archive_file_multiple/file/51136e937410ba3a160008e0/DD1278557260104.doc
### 2. Bicycle Identification Sticker

Applicants must visit the bicycle parking management center website to fill out related information; upon completing the form, applicants can call and get the bicycle identification sticker by providing an official document or certificate, or by visiting the Shueiyuan campus bicycle pound with an NTU faculty ID card. If the bicycle identification sticker has been lost or damaged, the owner should bring his or her NTU faculty ID card in person to apply for a replacement sticker at the Shueiyuan campus bicycle pound.

| Department / Contact / Website / | General Services Division, Office of General Affairs (Shueiyuan Campus Bicycle Towing Field) | (02) 3366-9529 | http://mybike.ntu.edu.tw/ → Office of General Affairs → General Services Division → Bicycle License Application |

### 4. Shuttle Bus Service

1. The school uses rental shuttle buses to provide convenient transportation for faculty and students between NTU’s campuses (Main Campus, College of Social Sciences, College of Medicine) as well as Academia Sinica.

2. The NTU shuttle buses operate 18 daily runs between the Main Campus and the College of Social Sciences and College of Medicine. The Main Campus bus stop is at the Fu Bell (in front of the College of Liberal Arts). The shuttle service operates Monday through Friday; there is no service on weekends, national holidays, or during the summer and winter breaks.

3. The shuttle bus between the main campus and Academia Sinica operates nine runs departing from National Taiwan University and seven runs from Academia Sinica. The first stop at the Main Campus is the Multipurpose Classroom Building and the second stop is at the Fu Bell (in front of the College of Liberal Arts). The bus runs from Monday through Friday; there is no service on weekends and national holidays.

4. In response to the needs of NTU faculty and students, the shuttle service schedule is occasionally adjusted; please visit the General Services Division website for the latest information on shuttle services.

5. Those who intend to use the shuttle bus service should bring their NTU faculty ID card to show the driver when they board the shuttle bus.

6. The shuttle bus service is complimentary. Please visit the Academia Sinica website for “paid buses schedule” between the main campus and the Academia Sinica; also visit "Service Area" → “shuttle bus route and schedule.” Reference website: http://www.sinica.edu.tw/index.shtml

| Department / Contact / Website / | General Services Division, Office of General Affairs | (02) 3366-2234 ~ 7 | http://general.ga.ntu.edu.tw/services/car/car3 |

### Athletic Facilities

#### 1. Physical Education Room

The Physical Education Room administered by the NTU Center for Common Education. The Room has a director, who is in charge of physical education affairs, and a vice director. The Room operates four sections: physical education, physical education activities, field facilities and equipment, and physical education for the College of Medicine and the College of Social Sciences. Each section has a chief who is responsible for promoting physical education-related activities in the university. Physical education classes are organized to offer over 30 kinds of sports activities through a total of over 200 PE classes; students thus have a wide range of physical education class options. To enhance the sports spirit of the university and improve the health and life quality of NTU faculty and students, the Physical Education Room holds many sporting events every year, such as university-wide sports meets, swim meets, campus marathons and various inter-departmental sports competitions. In addition, it holds sports camps and projects to promote exercise and health to improve the health of NTU faculty and students. Please refer to the website for related information: http://www.pe.ntu.edu.tw/.
2. NTU Gymnasium

(1) Main campus

1. The old gymnasium

The main facilities at the old gymnasium include: general court on the first floor (can be adjusted to accommodate badminton, basketball, volleyball, handball, and five-player soccer), weight training room, dance studio on the second floor, judo classroom on the third floor, table tennis classroom in the rear wing of the second and third floors. For related information please visit http://ntusportscenter.ntu.edu.tw/ntu/front/map.aspx.

2. Outdoor swimming pool

The pool is a standard size pool: 50 meters long, 22 meters wide, 130 to 160 centimeters deep; the open schedule is divided into winter and summer seasons.

3. Tennis courts

Two kinds of tennis courts are available: hard court and clay court. There are eight hard courts and two clay courts.

4. NTU Sports Center

The NTU Sports Center is a modern, multi-functional, span design building; it is a comprehensive gymnasium with five levels and two underground floors. Each level is described below; the center provides fee-based services to NTU faculty and students as well as to outside people.

For more information, please visit: http://ntusportscenter.ntu.edu.tw/ntu/front/index.aspx

3F-5F Main Court (can be used for basketball, volleyball, badminton, and tennis events as well as large-scale activities)

2F Administration office, cafe (outsourced), audio-visual classrooms, physical fitness exam room and steps classroom

1F Multi-purpose courts (adjustable for badminton, basketball, volleyball, handball, and tennis)

B1 Twenty-five meter heated swimming pool, swimming supplies area (outsourced), fitness center, martial arts studio, dance studio, judo room, aerobics and gymnastics room, billiard room, squash courts, and ticketing.

B2 Parking

5. Other sports facilities

There is a four hundred meter track and field area with PU runway; the grass lawn can be used for football and soccer. Moreover, there are eight full-court basketball courts (including two on Hsinhai Road), ten half-court basketball courts, eight volleyball courts (including one on Hsinhai Road), one baseball and softball field, one handball court, one artificial turf court, one golf driving range, and outdoor fitness field.

(2) College of Medicine:

1. Gymnasium

The main sports facility in the gymnasium includes multi-purpose courts on the first floor (can be adjusted for badminton, basketball, volleyball, and handball) with dance studio and office on the second floor.

2. Tennis court

There are three tennis courts in total, two of which have clay surfaces; court passes are required to use the tennis courts. Please contact the Branch Office of Student Affairs at the College of Medicine for tennis court passes, rentals, and related matters.

3. Other sports facilities

There are also two basketball courts and two volleyball courts at the College of Medicine.

3. Sports Events

(1) School-wide swimming meet; registration commences in September; the meet is held at the outdoor swimming pool on the main campus in mid to late October every year. Registration is handled online; please visit myNTU Event Registration System; for related activity information, please visit the website http://www.pe.ntu.edu.tw/New/sports_event/swimming.html or contact (02) 3366-9512

(2) School-wide sports meet, including track and field as well as various sports competitions (ball games, tug of war contests, and entertaining competitions) Registration starts September of each year; the events are held in late November to early December on the main campus sports field. Registration is handled online; please visit myNTU Event Registration System; for related activity information, please visit
(3) School-wide marathon; registration commences in February; the marathon is held at the main campus athletic field in late March every year. Registration is handled online; please visit myNTU Event Registration System; for related activity information, please visit the website
http://www.pe.ntu.edu.tw/New/sports_event/marathon.html
or contact (02) 3366-9512 Activity Division, Department of Athletics

(4) Child and youth summer sports camps are held during summer vacation; the camps are for children and youths aged 10 - 17. Registration starts in late April each year, and the camp is held in July. The camp offers online registration (pre-registration is available through the myNTU Event Registration System); for activity-related information, please visit the website
http://www.pe.ntu.edu.tw/New/test.html
or contact (02) 3366-9512 Activity Division, Department of Athletics

(5) Sports training courses are held for children, youth, and adults; the courses include swimming, badminton, tennis, golf, and squash. For related activity information, please visit
http://ntusportscenter.ntu.edu.tw/front/sport.html
or contact (02) 3366-9512 Activity Division, Department of Athletics

(6) Every semester, the university and the Personnel Department hold the faculty “Sports Health Program,” offering a variety of sports courses for NTU faculty. Related information can be found under our website (http://www.pe.ntu.edu.tw/New/test.html), or go to the “Sports Health Program” session under the Personnel Department’s “Faculty and Staff Training Courses” website. Those wishing to take the class should register at the Department of Athletics as a College with a minimum of 20 and maximum of 30 members registered.

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Health Services

NTU clinics and medical centers provide outpatient medical services as well as benefits and discounts to school faculty and students (please bring supporting documents). Outpatient services include family medicine, obstetrics and gynecology, ENT, ophthalmology, dermatology, dental health care and psychiatry.

| Department / Contact / Website / E-mail / |
| --- / (02) 3366-2155 / http://shmc.osa.ntu.edu.tw/ / shmc@ntu.edu.tw |

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Telephones and Emergency Hotlines

1. **NTU Main Line**: (02) 3366-3366

2. **NTU Virtual Directory Lookup**
   (1) Website: http://centrex.cc.ntu.edu.tw/tel/
   (2) Faculty and Staff Directory: http://mis.ntu.edu.tw/faculty

3. **Description**: Main Campus can dial directly with other campuses. Dial codes for each campuses are:
   1. College of Social Sciences System (2351-9641) dial code is 605
   2. College of Medicine Campus System (2312-3456) dial code is 606
   3. Main Campus System (including 3366 prefix phone numbers, five digit extensions and internet phone numbers) dial code is 608

4. **Making on-campus calls**:
   1. Calling the College of Social Sciences: Dial 605 from the main campus or the medical campus to connect with the College of Social Sciences switchboard (2351-9641), then dial the three digit extension of the desired College of Social Sciences phone.
   2. Calling the medical campus phone system: Dial 606 from the main campus or the College of Social Sciences to connect with the medical campus switchboard (2312-3456), then dial the five digit extension of the desired medical campus phone.
   3. Calling the main campus phone system: Dial 608 from the College of Social Sciences or medical campus to connect with the main campus switchboard (3366-3366), then dial the five digit extension of the desired main campus phone.

Everyone is welcome to use this campus system!
### 3. Main Campus Security 24 Hours Hot Line: (02) 3366-2185-6

### 4. Emergency Hot Lines
- **Main Campus:** (02)3366-9110
- **College of Social Sciences Campus:** (02) 2391-7436
- **College of Medicine Campus:** (02) 2321-7952
- **College of Public Health Campus:** (02) 3366-8119

### 5. Campus Security and Self-harm Prevention: (02) 3366-9119
- **Student Safety Division website:** [http://140.112.163.39/ntume/english/index.htm](http://140.112.163.39/ntume/english/index.htm)

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**NTU Suggestion System**

If you have any opinions regarding school policies, please log into the system with your account and password from the Computer and Information Networking Center.

| Department / Secretariat Office | Contact / (02) 3366-2038 | Website / [http://mis.cc.ntu.edu.tw/suggest/](http://mis.cc.ntu.edu.tw/suggest/) |

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**Other Services**

### 1. Property Management System

1. **Property management**
   - Please visit myNTU and log in with your login and password from the Computer and Information Networking Center, click on "Property Management System" under "Accounts and Property" to view the management list of public property under your name and to handle property management issues through the various system functions (including inquiry, transfer, inventory, impairment, supply management, account authorization, reports etc.).

2. **Information exchange for second-hand goods**
   - Everyone is welcome to use the "second-hand goods" function under the "Property Management System" to make inquiries or post usable school property that is no longer in use, so the property can be transferred to a department which needs it in order to make the best use of school assets and create a more environmentally friendly campus.

   | Department / Chaitel Section, Property Management Division, Office of General Affairs | Contact / (02) 3366-5073 | Website / [Property Management System](http://www.my.ntu.edu.tw/assetManagement/assetQuery.aspx) |

### 2. Office Supplies

Place purchase orders with appointed contractors by logging onto the Government e-Procurement System website.

| Department / Procurement Division, Office of General Affairs | Contact / (02) 3366-2196 | Website / [Government e-Procurement System](http://web.pcc.gov.tw/) |

### 3. Research Project Office

The Property Management Division will make an announcement when research project office space is available for application. Each department or teacher should submit an application to the Property Management Division before the due date; the review and assignment process will be conducted by the Dean of Academic Affairs, the Dean of General Affairs, and the Dean of Research and Development.

| Department / Property Management Division, Office of General Affairs | Contact / (02) 3366-3433 | Website / [http://www.ga.ntu.edu.tw/property/](http://www.ga.ntu.edu.tw/property/) |

### 4. Use of Trademark

The university logo and name (National Taiwan University, NTU, TAIDA, NTU TAIDA) are registered and are mainly provided to people who have subordinate relationships (university faculty and students) or contracts (authorization) with the university. Besides use on faculty and student business cards and documents, non-commercial users must go through proper filing process while commercial users must wait for approval.

| Department / Facilities Service Division, Office of General Affairs | Contact / (02) 3366-2199 | Website / [http://fss.ga.ntu.edu.tw/Services/Trademark](http://fss.ga.ntu.edu.tw/Services/Trademark) |
5. Newly Purchased Property

Newly purchased property and equipment, such as non-expendable items, must be first numbered, labeled, and recorded by the Office of General Affairs Property Management Division before filing for reimbursement. The procedure is as follows:

1. Purchase of a single item under NT$300,000: for single items over NT$6,001 and single item software over NT$10,000 (including), the manufacturer or purchase department must deliver the equipment, the invoice or shipping statement, quotation, and other documents to the Property Management Division located on the first floor of the Jan Shu Hall for property numbering and labeling.

2. General and scientific procurement
   1. General procurement: applies when colleges and departments purchase single items over NT$300,000, and when administrative offices purchase single items over NT$100,000.
   2. Scientific and Technological Research and Development Procurements: single STRD procurements items exceeding NT$1 million should be sent to the original unit for receiving, installation, and testing before it is officially inspected by the Procurement Division for acceptance. A Property Item Notice Form (which can be downloaded at the Office of General Affairs Procurement Division) should be filled and sent to the Property Management Division, which will thereby present a property numbering sticker that should be attached to the item.

3. Air-conditioning equipment such as air-conditioners, chillers, and air-handling units (box type a/c) must have an original copy of the "Air Conditioner Installation / Alteration / Transport Application Form" approved by the Campus Planning Team and Construction and Maintenance Division (the form can be downloaded from the Office of General Affairs Procurement Division) for numbering and labeling.

6. Maps

Please go to NTU homepage → About NTU - Campus Location & Area (http://www.ntu.edu.tw/english/about/location.html) to download the latest version of the map; also see the interactive map for quick queries (http://map.ntu.edu.tw or http://guide.cc.ntu.edu.tw/ntuguide/).

7. Intellect Property Rights

1. To protect the intellectual property of our compatriots, our national law has special provisions allowing creative talents to hold trademarks, patents, and copyrights, which protect their "intellectual property rights."

2. According to the text of Taiwan’s copyright law, copyright refers to the personal rights and economic rights of the author that are generated from his or her completed writings; it is a type of intellectual property right.

3. The contents of a lecture constitute a literary writing, so the students need the speaker’s consent before recording it.

4. Without the copyright holder’s consent or authorization, any uploading, downloading or forwarding of one’s writing is an act of Internet piracy, an infringement on the copyright holders’ "reproduction right" and "public transmission right."

5. Besides reasonable usage, playing or singing other people's music or recordings in public require obtaining the written consent or authorization of the copyright holder. The conditions of consent or authorization can be discussed with copyright intermediary organizations for musical works.

6. Copyright adopts “automatic copyright protection,” that is, a creator owns the copyright once the creation is completed. That work is protected by copyright law; listing or registration with government agencies is not required.

7. One can only copy another’s work "within reasonable limits"; going beyond the reasonable limits poses the possibility of creating a replacement markets. For example, if everyone used copied texts instead of buying new books, no publisher would be willing to spend money to publish new books!

8. Be careful when someone tells you that you can download unlimited music, software or videos as long as you pay a monthly membership! This could be a trap. Membership fees do not guarantee legal copyright authorization; please select legally authorized sites to avoid negligent violations of the law.

9. Plagiarizing other’s research report without the copyright owner’s authorization or consent is an act of copyright infringement! Our intelligence should be used to create, rather than just to plagiarize!

10. Love letters are also literary works protected by copyright laws; disclosing other’s love letters without the consent of the author is a violation of the other’s publicity rights.
(11) If the article to be distributed is news coverage delivering facts, anyone can make use of it!

(12) Buying pirated software to install in one’s computer or asking a store or company to install pirated software in one’s computer is an act of copyright infringement.

(13) Photocopying 5% to 10% of a book is considered to fall within a harmless and reasonable range of usage; going beyond this range is considered unreasonable copying.

NTU Campus Intellectual Property Resources Websites
- NTU Campus Intellectual Property Protection Special Area
  http://www.ntu.edu.tw/tipa/index.htm
- NTU Information Security Center
  http://cert.ntu.edu.tw/
- NTU TIPA (Taiwan Intellectual Property Training Academy)
  http://www.tipa.org.tw/index.htm

Ministry of Economic Affairs, Intellectual Property Office, Resources Websites
- Campus Copyright Gallery
- Campus Second Hand Textbooks Website
  http://2handbook.nasme.org.tw/
Faculty Handbook