# Table of Contents

University Organization.................................................................................................................. 4

Faculty Information.......................................................................................................................... 8

1. Course Offering Plan......................................................................................................................... 9

2. Online Syllabus .............................................................................................................................. 9

3. Office Hours .................................................................................................................................. 11

4. Calculation of Teaching Hours ..................................................................................................... 11

5. Substitutes and Make-up Classes .................................................................................................. 13

6. Submission of Grades .................................................................................................................... 13

7. Alert Scheme .................................................................................................................................. 15

8. Remedial Teaching .......................................................................................................................... 15

9. Learning Assistant Corner ............................................................................................................ 16

10. Teaching Assistant (TA) ................................................................................................................ 17

11. Teaching Opinion Survey ............................................................................................................ 17

12. Real-time Teaching Opinion Feedback System ........................................................................... 18

13. Faculty Evaluation ........................................................................................................................ 19

14. Faculty Training - Academic Ethics Training Seminar ................................................................. 20

15. Mentor System ............................................................................................................................. 20

16. Teaching Improvement Scheme .................................................................................................. 24

17. Teaching Portfolio ........................................................................................................................ 25

18. Online Teaching Resources .......................................................................................................... 26

Rights and Responsibilities .................................................................................................................. 27

1. Summary of Appointment Contract for Teaching Faculty .......................................................... 28

2. Faculty Salary Assessments and Re-classification ........................................................................ 29

3. Review of Faculty Qualifications .................................................................................................. 31

4. Promotion of Faculty Members ..................................................................................................... 32

5. Part-time Teaching, Part-time Work and Temporary Transfers by Faculty Members:............... 36

6. Lectures, Research or Training for Faculty Members ..................................................................... 40

7. Sabbatical Leave for Professors and Associate Professors ........................................................... 43

8. Insurance and Living Stipends ...................................................................................................... 44
8. Personnel Regulations ................................................................................................................114
9. Appendix ................................................................................................................................116

Living Resources ..........................................................................................................................119
1. Internet Resources ..................................................................................................................120
2. Information on Intellectual Property Rights ........................................................................121
3. Library Resources ..................................................................................................................122
4. International Relations .........................................................................................................125
5. Campus Safety and Student Counseling ..............................................................................127
6. Career Counseling ................................................................................................................130
7. National Sun Yat-Sen University Student Depression and Self-harm Case Management Procedure ........................................................................................................................131
8. National Sun Yat-sen Attempted Suicide Crisis Management Procedure .....................132
9. National Sun Yat-sen Suicide Crisis Management Procedure ...........................................133
10. Campus Life and Sports Facilities .......................................................................................134
11. Medical Services ..................................................................................................................137
12. Venue Rental ........................................................................................................................138
13. Faculty and Staff Clubs ........................................................................................................140
14. Transportation Information - Including Parking Permit Application .........................141
15. Campus and Off-Campus Shops .........................................................................................147
National Sun Yat-sen University Academic Year 2016 Calendar .........................................151
National Sun Yat-sen University  Academic Year 2016 Calendar ........................................153
University Organization
National Sun Yat-sen University Organization Chart

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President

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Academic Quality Assurance Center

Administrative Vice President

Academic Vice President

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Academic Units

<table>
<thead>
<tr>
<th>College of Liberal Arts</th>
<th>College of Science</th>
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<tr>
<td>Department of Chinese Literature [incl. Master, Ph.D., in-service Master (enrollment closed), and summer Master (enrollment closed) programs]</td>
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<tr>
<td>Department of Foreign Languages and Literatures [incl. Master and Ph.D. programs]</td>
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<td>Department of Music [incl. Master program]</td>
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<td>Department of Theater Arts [incl. Master program]</td>
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<td>Institute of Philosophy [incl. Master program]</td>
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<td>*English Teaching Center</td>
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<td>Department of Chemistry [incl. Master and Ph.D. programs]</td>
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<td>Department of Physics [incl. Master and Ph.D. programs]</td>
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<td>Department of Biological Science [incl. Master, Ph.D. and in-service Master programs]</td>
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<td>Department of Applied Mathematics [incl. Master and Ph.D. programs]</td>
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<tr>
<td>Institute of Biomedical Science [incl. Master and Ph.D. programs]</td>
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<tr>
<td>Institute of Medical Science and Technology [joint Master program with College of Engineering]</td>
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<tr>
<td>International Ph.D. program for Synchrotron Radiation and Neutron Beam Applications</td>
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<tr>
<th>College of Engineering</th>
<th>College of Management</th>
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<tr>
<td>Department of Electrical Engineering [incl. Master, Ph.D., in-service Master (enrollment closed), and Master for IC packaging and testing industry (enrollment closed) programs]</td>
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<tr>
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<td>Department of Computer Science and Engineering [incl. the Master and Ph.D. programs]</td>
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<td>Department of Materials and Optoelectronic Science [incl. Master and Ph.D. programs]</td>
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<td>Institute of Environmental Engineering [incl. Master, Ph.D. and in-service Master programs]</td>
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<tr>
<td>Department of Finance [incl. M.B.A., Ph.D., and in-service M.B.A. programs]</td>
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<td>Institute of Public Affairs Management [incl. M.B.A., Ph.D. and in-service M.B.A. programs]</td>
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<td>Institute of Marketing Communications [incl. M.B.A. and in-service M.B.A. programs]</td>
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<td>Bachelor in Service Science and Innovation Management (enrollment closed)</td>
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<td>Bachelor in Accounting program (enrollment closed)</td>
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<tr>
<td>In-service Taiwan-China EMBA program</td>
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<tr>
<td>English Master of Global Human Resource Management program</td>
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| College of Marine Science | College of Social Sciences |

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College of Marine Science

College of Social Sciences
| Department of Marine Biotechnology and Resources [incl. Master and Ph.D. programs] | Department of Political Economics |
| Department of Marine Environment and Engineering [incl. Master, Ph.D. and in-service Master programs (Enrollment closed)] | Department of Sociology incl. Master program] |
| Institute of Undersea Technology [incl. Master program] | Institute of Political Science [incl. Master, Ph.D. and in-service Master programs] |
| Institute of Marine Affairs [incl. Master program] | Institute of Economics [incl. Master and in-service Master programs] |
| Ph.D. in Marine Biotechnology | Institute of Education [M.Ed., Ph.D., in-service Master program for teaching and school administration (enrollment closed)] |
| **Center for General Education** | Center for Teacher Education |
| Division of Humanities and Social Sciences Education | In-service Executive Master’s Program of Public Policies |
| Division of Natural and Applied Sciences Education | International Master’s Program in Asia-Pacific Affairs |
| Division of Physical and Health Education | **Tier-1 Research Centers** |
| Division of Service Learning Education | Humanities Center |
| **Tier-2 Continuing Education Center** | Multidisciplinary and Data Science Research Center |
| **Aim for the Top University Plan** | Engineering Technology Research and Promotion Center |
| Asia-Pacific Ocean Research Center | Management Studies Research Center |
| Electronic Commerce and Internet Society Research Center | Frontier Center for Ocean Science and Technology |
| Massive MIMO Antenna system Research Center | Sun Yat-sen Research Center for Social Sciences |
| Center for Functional Crystalline and Non-Crystalline Complex | **Task Force Research Centers** |
| Medical Science and Technology Center | **Tier-1 Center** |
| Centre for Humanities Innovation and Social Practices | Neuroscience Research Center |
| Multidisciplinary and Data Science Research Center | Oceanography Research Center |
| **College of Liberal Arts** | Center for Water Resource Studies |
| **College of Engineering** | Southern Taiwan Photonics Research Center |
| **College of Management** | E-Commerce Research Center |
| **College of Marine Sciences** | The Center for Marine Policy Studies |
| **College of Social Sciences** | Center for Nano Science & Nano Technology |
| **Center for General Education** | SUNON Research Center |
| **Division of Humanities and Social Sciences Education** | Research Center for Creativity & Innovation |
| **Division of Natural and Applied Sciences Education** | Southern Taiwan Industry Promotion Center |
| **Division of Physical and Health Education** | Information Technology Research Center |
| **Division of Service Learning Education** | National Policy Research Center |
| **Tier-2 Centers** | Center for Emerging Contaminants Research |
| **Neuroscience Research Center** | Medical Science & Technology Center |
| **Oceanography Research Center** | Centre for Humanities Innovation and Social Practices |
| **Center for Water Resource Studies** | Multidisciplinary and Data Science Research Center |
| **Southern Taiwan Photonics Research Center** | **Tier-2 Centers** |
| **E-Commerce Research Center** | Center for Ching Dynasty Studies |
| **The Center for Marine Policy Studies** | Center for Korean Studies |
| **Center for Nano Science & Nano Technology** | Research Centre for Phenomenology and the Human Studies |
| **SUNON Research Center** | **Task Force Research Centers** |
| **Research Center for Creativity & Innovation** | Telecommunications Research & Development Center |
| **Southern Taiwan Industry Promotion Center** | Energy Resources Specialty Research Center |
| **Information Technology Research Center** | **Tier-1 Center** |
| **National Policy Research Center** | **Tier-2 Centers** |
| **Center for Emerging Contaminants Research** | Metropolitan Development and Environmental Planning Research Center |
| **Medical Science & Technology Center** | Center for Urban and Rural Development |
| **Cloud Computing Research Center** | Research Center for Cognition and Gesture-based Computing |
| **Wireless Broadband Communication Protocol** | The Social Enterprise Development & Research Center |
| **Cross-Campus Research Center** | Global Talent Center |
| **Digital Content and Multimedia Technology Research Center** | Asia-Pacific Industrial Economics Research Center |
| **Ting Hsin Humanities & Art Center** | **Tier-1 Center** |
| **Southern Taiwan Interdisciplinary Center for Innovative Technologies** | NSYSU-MIRDC Joint Research & Development Center |
| **NSYSU-MIRDC Joint Research & Development Center** | **Tier-2 Centers** |
| **College of Liberal Arts** | **Tier-2 Centers** |
| **College of Engineering** | **Tier-1 Center** |
| **College of Management** | **Tier-2 Centers** |
| **College of Marine Sciences** | Hydrographic Survey Center |
| **College of Social Sciences** | Institute of Election and Public Opinion Center for Japanese Studies |
| **Center for Teacher Education** | Lee Teng-hui Center for Governmental Studies |
| **In-service Executive Master’s Program of Public Policies** | **Center for General Education** |
| **International Master’s Program in Asia-Pacific Affairs** | **Tier-2 Continuing Education Center** |
| **Foreign Language Training Center at College of Liberal Arts** | **Task Force Research Centers** |
### Center for General Education
- The Research Center for Promoting Civic Literacy
- Research Center for Sports and Health Industries

### Tier-3 Centers

<table>
<thead>
<tr>
<th>College of Liberal Arts</th>
<th>Department of Chinese Literature</th>
<th>Hakka Research Center</th>
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<td>Department of Music</td>
<td>Music Production Center</td>
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<tr>
<th>College of Engineering</th>
<th>Department of Materials and Optoelectronic Science</th>
<th>Research Center for Physical Properties and Microstructure</th>
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<tbody>
<tr>
<td></td>
<td>Department of Electrical Engineering</td>
<td>Embedded System and Integrated Chip Creative Design Center</td>
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<tr>
<th>College of Management</th>
<th>Institute of Human Resource Management</th>
<th>Asia-Pacific Human Resource Management Research Center</th>
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<thead>
<tr>
<th>College of Marine Sciences</th>
<th>Department of Marine Biotechnology and Resources</th>
<th>Center for Translational Biopharmaceuticals</th>
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| College of Social Sciences | Department of Political Economics | KPP Regional R&D Center for Transportation |

### Administrative Units

<table>
<thead>
<tr>
<th>Office of Academic Affairs</th>
<th>Office of Student Affairs</th>
<th>Office of General Affairs</th>
<th>Office of Research &amp; Development</th>
<th>Office of International Affairs</th>
<th>Office of Library &amp; Information Service</th>
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<tbody>
<tr>
<td>Curriculum Division</td>
<td>Advice &amp; Guidance Division</td>
<td>Clerical Services Division</td>
<td>Division of Research Planning</td>
<td>Division of International Relations</td>
<td>General Affairs Division</td>
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<td>Division</td>
<td>Division Extracurricular Activities Division</td>
<td>Administrative Services Division</td>
<td>Division of Project Management</td>
<td>Division of Student Exchange</td>
<td>Acquisition and Cataloging Division</td>
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<td>Admission Division</td>
<td>Counseling &amp; Career Division</td>
<td>Payroll &amp; Cashier Division</td>
<td>Global Academic Research Collaboration Center</td>
<td>Division of Overseas &amp; International Degree</td>
<td>Circulation and Collection Division</td>
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<td>Registration Division</td>
<td>Development Division</td>
<td>Property Division</td>
<td>Joint Center for High Valued Instruments</td>
<td>Student Affairs</td>
<td>Reference Service Division</td>
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<tr>
<td>Center for Teaching and</td>
<td>Physical &amp; Health Division</td>
<td>Maintenance Division</td>
<td>*Aim for the Top University Plan Office</td>
<td>Chinese Language Center</td>
<td>Division</td>
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<td>Learning</td>
<td>Division *Dorm Services Center</td>
<td>Division Facilities</td>
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<td>*NSYSU America Center</td>
<td>System Design Division</td>
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<td>*KPP Regional Resource</td>
<td>Division Management</td>
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<td>Center for Teaching and</td>
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<td>Learning</td>
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<td>Division Network System Division</td>
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<th>Art Center</th>
<th>Office of Continuing Education Affairs</th>
<th>Environmental Protection and Safety Center</th>
<th>Office of Secretariat</th>
<th>Office of Personnel Services</th>
<th>Office of Accounting</th>
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<tbody>
<tr>
<td>Performance and Exhibition Division</td>
<td>Industry-Academy Cooperation Division</td>
<td>Division of Environmental Protection and Safety</td>
<td>Division of General Affairs</td>
<td>1st Division</td>
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<tr>
<td>Division Management Division</td>
<td>Continuing Education Division</td>
<td>Division of Toxic Chemical Management &amp; Environmental Radiation Protection</td>
<td>Division of Public Affairs</td>
<td>2nd Division</td>
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<td>Technology Transfer Center</td>
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* denotes task force units.
Faculty Information
1. Course Offering Plan

(1) Course offerings should consider whether the course matches the educational goals and professional ability of the department (institute), whether the planned curriculum and teaching can cultivate students’ ability to apply what they learned, whether it encompasses the latest knowledge and skills in the related fields, whether it conforms to the theoretical academic structure, whether the order of the courses are reasonable and necessary, provides students with opportunities for participation and problem-solving, and whether the expertise of the faculty members are consistent with the topics being taught.

(2) The method of instruction can be divided into ten categories according to the nature of the course into instruction, seminar, laboratory practice, music, performance and exhibition, sports, speech/visit, service learning, and independent study. Apart from the “lecture” category, please refer to the “Guidelines for Course Review and Related Processes” (Office of Academic Affairs homepage/Regulations/Course-related Regulations) for the reference table on name, English name and method of instruction.

(3) A Cyber University has been established by the University. Faculty members can use the Cyber University to convert the teaching materials for their course to an online format. This will enhance the quality of instruction by facilitating student inquiries and learning, teaching activities as well as student-faculty interaction.

Service Unit: Curriculum Division, Office of Academic Affairs 2134
Office of Library and Information Service: 2521 (Cyber University)

2. Online Syllabus

(1) To ensure excellence in teaching and improve teacher-student interactions, faculty members are expected to adhere to the “Supplements to the Teaching Rules for Teachers” defined in accordance with the spirit of Article 4 in the Teacher Employment Agreement and Article 2 of the Teacher’s Guidelines.

(2) Registration of the course syllabus must be completed before initial course selection to provide students with a reference during course selection. All fields must be completed for the registration of the syllabus. If any of the fields for “Syllabus” “Grading Criteria” or “Office Hours” are not registered, then the registration is not complete.
(3) The syllabus must be personally registered by the course instructor. For courses taught by foreign instructors, courses offered in conjunction with other universities, advance summer courses, or courses taught by instructors unfamiliar with the operation of the computer, department (institute) assistants may assist in the registration process after receiving written consent from the course instructor and head of the unit offering the course.

(4) The syllabus should be given in writing to the students by the course instructor during the first class after the start of the university. The grading criteria used for teaching activities and performance evaluation should also be explained. In accordance with J.Y. Interpretation No. 684 issued by the Judicial Yuan, the grading criteria and weighting of class exams, mid-semester exams, final exams, written reports or student attendance should be clearly defined to protect student rights.

(5) A new field for “professional abilities of students in this department (institute)/basic competency and core abilities of all NSYSU students that this course seeks to cultivate” was added to the course syllabus in academic year 2010. Instructors can use this to select how the course related to the professional abilities, and the corresponding assessment methods.

(6) Registration of the syllabus is not required for courses offered by the Chinese Language Center, inter-university elective courses, “Music” courses offered by the Department of Music, “independent study” courses offered by graduate institutes, “lecture/visit” type courses, “Master Thesis” courses of in-service Master programs, and short-term courses given by foreign scholars; with the exception of Chinese Language Center and inter-university elective courses however, the “Grading criteria and Weighting” for all of the other above course types must still be registered online and explained to students in writing.

Service Unit: Curriculum Division, Office of Academic Affairs 2134
3. Office Hours

(1) Full-time faculty members are expected to set aside time for student inquiries each week. Students and discuss lifestyle or academic issues with their instructor in order to cultivate students’ ability to participate in discussions, ask questions and solve problems.

(2) The office hours should consist of two sessions each week (on different days) and two hours per session “if only one course is being taught per semester, then only one session is expected each week”. If the office hours are changed, please inform the students and also notify the Office of Academic Affairs for reference.

Service Unit: Curriculum Division, Office of Academic Affairs 2134

4. Calculation of Teaching Hours

Summary:
(1) Full-time instructors teaching courses in degree programs (separate rules apply for advanced in-service Master's programs and the International MBA offered by the College of Management) must not exceed a total of 4 additional teaching hours a week on or off campus. Excess hours will be treated as voluntary instruction. The teaching hours for advanced in-service Master’s programs do not count towards the instructor’s basic teaching hours.

(2) Overtime payment is based on the consolidated total for the full academic year. Overtime for nine months will be disbursed in the second semester after the finalization of student course selection. For instructors with reduced teaching hours whose role includes supplements, stipends and bonuses, overtime hours may only be counted if the actual hours taught each week still exceeds their original basic teaching hours.

(3) The standard for number of students in attendance for each course to qualify for overtime is as follows. Bachelor program courses: 10 people; for graduate courses of the Lecture type: total of 3 research students (including in-service Master's program and the pre-research students enrolled in the University's 5-year Bachelor-Master programs); Seminar type: total of 9 research students (including in-service Master's program and the pre-research students enrolled in the University's 5-year Bachelor-Master programs); for other graduate courses type, if other rules apply , then they take precedence. The remainder follows the same rules
as for the instruction type.

(3) If the number of students (after consolidation) exceeds 65 people, then the hourly rate is increased by 2% per additional student up to a maximum of 200%.
For all-English courses recommended by each college or offered under English programs, a multiplier of 1.5 is applied to the teaching hours; this does not apply to courses taught by foreign instructors, Department of Foreign Languages and Literature, non-lecture graduate courses, and tele-education courses offered by individual departments (institutes) in collaboration with foreign universities.
For courses offered as part of Ministry of Education and Ministry of Science and Technology projects, once the project has been approved by the Dean of Academic Affairs and the President of the University, then a multiplier of 1.5 is applied to the teaching hours while the project is active.
Courses that have been approved to participate in the Ministry of Education, Ministry of Science and Technology or the University’s digital learning program, or the University's open courses, unless otherwise specified by the Ministry of Education then the course recording must satisfy the requirement of 12 hours per academic credit. Once the project has been approved by the Dean of Academic Affairs and the President of the University, a multiplier of 1.5 may be applied to the teaching hours for that course in the semester it was recorded in.

(5) Full-time instructors should give priority to the core courses of their department (institute) and courses that match their required teaching hours. Once student course selection has been finalized, those that failed to meet the required teaching hours may make up the difference with research projects and service courses that don’t count towards teaching hours. This is however limited to no more than 3 hours per semester; the total number of teaching hours per week must still be more than 3 hours after the offset.

(6) New faculty members should reduce their teaching hours by 3 hours per semester in their first year:
To help new faculty members balance their teaching and research commitments in a new environment, the University introduced the measure of “reducing teaching hours by 3” to lower the teaching load on new faculty members; to avoid affecting an faculty member’s teaching score for promotions, the 3 hours is added again when an faculty member is being scored for promotion (when the hours are re-added, it will not exceed the faculty member's
basic teaching hours). For further details please refer to the “Calculation Guidelines of Hourly Pay for Teachers” (Office of Academic Affairs) and “Principles of Scores of Teaching and Service Performance for Faculty Promotions” (Office of Personnel Services). Reference: Office of Academic Affairs homepage → Regulations → Course-related regulations

Service Unit: Curriculum Division, Office of Academic Affairs 2131

5. Substitutes and Make-up Classes

(1) Full-time faculty members at the University should fulfill their obligations in accordance with the Teacher's Act and their employment agreement. If they applied for leave, then they should make arrangements to make up for the missed classes. A make-up class notice must be submitted in advance for approval by their supervisor and then forwarded to the Office of Academic Affairs for reference.

(2) Full-time faculty members who satisfy the Ministry of Education Teachers' Leave Application Regulations may with the consent of the University ask for another faculty member to teach the class in their absence, or have the University employ a substitute instructor. If a substitute instructor has been approved, the payment of previously approved overtime pay should be suspended during the period of substitution.

(3) To reschedule or make-up classes due to leave or a business trip during the semester, please go to the online attendance system and go through the “Leave/Business Trip Application” and “Make-up Class for Leave/Business Trip” processes. Once the leave/business trip application process has been completed, the make-up class information will be published on the Office of Academic Affairs/Student/Course Affairs/Make-up Class page; if scheduling make-up classes due to overseas trip, please go to the Office of Personnel Services’ attendance system, fill out and print the “Overseas Travel Application Form” and “Overseas Travel Make-up Class Notice,” then submit both with the application.

Service Unit: Curriculum Division, Office of Academic Affairs 2131, 2133

6. Submission of Grades

(1) Course instructors are asked to submit the student grades by the given deadline according to the University calendar after the final exams. Reminders will be sent if they
fail to do so. Those who still fail to submit the grades by the given deadline after three reminders will be reported to the Executive Council. Faculty members’ history of late grade submissions will be taken into account during teaching assessments and promotion reviews.

(2) The performance report of students admitted since the 2011 academic year (inclusive) will be issued a “graded report.” The course instructor should use the “Online Grades Submission System” to print and sign the performance reports before submitting the originals (photocopies will be deemed invalid) to the Office of Academic Affairs’ Registration Division.

(3) Faculty members shall submit grades in the following manner:
1. Academic results for the semester can be scored using the “graded” system or the “percentile” system.
2. Degree exam results shall be based on a single score jointly determined by the members of the oral examination committee.
3. For joint courses, the instructors shall jointly decide upon a single grade to award for the semester. The chief instructor then compiles the results and submits them to the Office of Academic Affairs’ Registration Division.

URL for “Online Grade Key-in System”:
http://tscokin.nsysu.edu.tw/score/sco_kevin_login.asp

Webpage path: 1. Office of Academic Affairs → 2. Faculty → 3. Results → 4. Click on “Online Grade Key-in System” [includes system user manual]

(4) Related regulations can be found under Office of Academic Affairs → Regulations → “Grade Regulations” then refer to “Teaching and Grading Guidelines for Teachers”, “Guidelines for Processing of Student Grades”, and “Appealing Procedure for Review of the Semester Grades”

Service Unit: Curriculum Division, Office of Academic Affairs 2122
7. Alert Scheme

The University has established a “Student Academic Performance Alert Scheme” to prevent students in Bachelor programs withdrawing (Note) due to poor academic performance.

“Initial Alert”: The names of Bachelor students who failed to pass at least half of their courses shall be provided by the Office of Academic Affairs to the relevant departments (institutes), faculty members, Office of Academic Affairs, Office of International Affairs, Teaching and Learning Development Center and other related units at the start of the semester so they can pay more attention to the student’s academic performance.

“Mid-Semester Alert”: Within one week of the mid-semester exams, each course instructor shall submit a list of poor-performing students in their course to the Office of Academic Affairs. For Bachelor students with performance alerts on two or more courses, the Office of Academic Affairs shall notify the student and their parents. The relevant departments and instructors will also be asked to provide additional counseling and the necessary assistance to help the student successfully complete their studies.

Note: Article 30, Paragraph 5 of the University’s “Academic Regulations” sets the following rules for suspension of Bachelor students of poor academic performance: students who fail half of the courses taken in a semester for 3 semesters; for overseas chinese students, international students, Mongolian and Tibetan students returning from abroad to continue education, indigenous students, students who are the offsprings of expatriate personnel, and students with exceptional sporting performance who satisfy the Ministry of Education’s criteria, the suspension criterion is failing two-thirds of the courses taken in a semester for three semesters.

Handicapped students are not bound by the aforementioned restrictions.

Service Unit: Curriculum Division, Office of Academic Affairs 2122

8. Remedial Teaching

To avoid the withdrawal of Bachelor students due to failing too many courses, the “Mid-Semester Alert Scheme” has been implemented since Semester 2 of academic year 2006. The following counseling mechanisms are available for students exhibiting poor academic performance:
(1) After the mid-semester exams, instructors are notified in writing after one week to submit a list of poor-performing students in their course to the Office of Academic Affairs.

(2) For students who failed the mid-semester exam for two or more courses, their instructors are asked to provide additional counseling. The Office of Academic Affairs also notify the student and their parents in order to provide the necessary assistance.

(3) If a core course has 5 or more students who failed the exams and require academic counseling, the college (department, institute) may apply to the Teaching and Learning Development Center for funding in order to set up a learning assistant corner/ remedial teaching course. The Center will allocate course funding to each department (institute) based on the funding available for that semester. This will also be announced in writing at the start of the semester.

Service Unit: Teaching and Learning Development Center, Office of Academic Affairs 2113

9. Learning Assistant Corner

To strengthen the learning ability of students in professional courses, the Teaching and Learning Development Center introduced the Learning Assistant Corner in the dormitories and at each college in academic year 2007. Master, Ph.D. and Bachelor students recommended by their professors who also performed well in that course are appointed as tutors to assist students with poor learning performance. Assistance on professional courses, learning methods, learning attitudes and time management is provided by the tutors to help enhance learning performance. The courses supported by the Learning Assistant Corner will consist mainly of core courses with a higher number of failed students from each college. A learning feedback form must be filled after counseling as a review of learning performance. The funding available will be announced by the Center in writing at the start of each semester. For more information, please contact the Center or each college (department / institute).

Note: Students serving as tutors is governed by the “Implementation Guidelines for Bachelor Students Serving as Teaching Assistants and Tutors.” Selected students must have already reached the 3rd year of the Bachelor program and satisfy one of the following three criteria: 1. Had previously received the University’s Excellent Student Award; 2. Must be in the top of their class for the core course and achieved a good conduct score of over 80
in the preceding semester. 3. Was recommended by a professor with reason given for their qualification as teaching assistant or tutor.

Service Unit: Teaching and Learning Development Center, Office of Academic Affairs 2113

10. Teaching Assistant (TA)

To assist the faculty members of the University in providing a better learning environment during academic, experiment and practicum courses, the “Regulations for Teaching Assistants Training and Evaluation” were implemented in academic year 2007 to help teaching assistants apply their expertise through professional TA training and assist instructors during course instruction. The TA evaluation mechanism is also used to recognize outstanding performance by teaching assistants and remove poor-performing teaching assistants. The University also defined a set of “Rules for Teaching Assistants” that specifies the following routine responsibilities for teaching assistants.

(1) Record attendance and participation.
(2) Clean the blackboard and prepare drinks for the instructor during class.
(3) Prepare the teaching equipment.
(4) Prepare student name tags.
(5) Arrange the seating and prepare the seating chart (including photos).
(6) Answer online inquiries on a regular basis.
(7) Organize schedules and provide teaching support.
(8) Organize and provide remedial teaching if necessary.
(9) Mark assignments and test papers.
(10) Provide the preliminary draft of student grades.

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

11. Teaching Opinion Survey

(1) The University’s survey of student opinions on instructional quality was developed in accordance with Article 21 of the University Act, and Article 17 of the University’s Articles of Association. Its purpose is to learn about students’ opinion of instructional quality, help instructors improve their teaching and improve the quality of instruction. The survey is divided into 10 categories based on the content being taught by the instructor. The survey should in principle be conducted 2 weeks before the final exams of
each semester. Faculty members can view the survey results online for themselves (URL: http://selcrs.nsysu.edu.tw/tch/tch_sys.htm). If a faculty member wishes to learn more about the content of the survey, the statistical analysis methods and other related information, they may visit the Teaching and Learning Development Center (URL: http://ctdr.nsysu.edu.tw/).

(2) Querying individual instructional quality survey results:

1. Go to the instructional quality survey page of the Office of Academic Affairs (Office of Academic Affairs/Teaching and Learning Development Center/Faculty Improvement/Teaching Evaluation/Faculty Query or Office of Academic Affairs/Faculty/Instructional Quality Survey/Faculty Query).

2. Enter the faculty member name and password (same as the password used for course syllabus registration by faculty members) to query.

3. Query permissions:
   (1) Course instructors: Can query the opinion survey results for all courses taught by the faculty member.
   (2) Head of curriculum for each department (institute) and division chiefs at the Center for General Education: Can query the opinion survey results for all curriculum offered by the department (institute), or for every course taught by instructors in their division at the Center for General Education.
   (3) Dean of each college or the director of the Center for General Education: Can query the opinion survey results for the entire college, or all course instructors at the Center for General Education.

(3) Password query for faculty members:

   Go the “Password Query System” (Office of Academic Affairs/Faculty/Course Instructor System/Query Password, or go directly to the following link: http://selcrs.nsysu.edu.tw/menu3/tchqrypass_sco.asp).

Service Unit: Curriculum Division, Office of Academic Affairs 2133

12. Real-time Teaching Opinion Feedback System

(1) Purpose: Faculty members can use this system to design their own survey questions or incorporate questions from the University's end-of-semester survey to collect student opinions and receive immediate feedback on their instruction. Faculty members can specify the time of the survey and check student feedback from students at any time. The
results of the survey are provided as a reference for teaching purposes. It is not included in the end-of-semester instructional quality survey. The service provided by this system will hopefully help improve the quality of instruction provided by faculty members as well as the learning performance of students.

(2) Location of the real-time teaching opinion feedback system: Office of Academic Affairs\Faculty\Course Instructor System.

(3) System structure:

![Diagram of system structure]

Service Unit: Curriculum Division, Office of Academic Affairs 2133

### 13. Faculty Evaluation

The National Sun Yat-sen University Regulations for Faculty Evaluations were formulated in accordance with the relevant articles of the University Act and the NSYSU Articles of Association to improve the quality of teaching, research, counseling and service. Assistance and counseling are also provided to faculty members who receive a conditional pass or fail to pass the evaluation. All full-time faculty members of the University must undergo an evaluation in accordance with the Regulations for Faculty Evaluations, and further evaluations at five-year intervals. Under Article 6 of the University’s Regulations Governing the Appointment of Teachers and Researchers, those who are re-appointed for the first time are considered to have passed the faculty evaluation once. Full-time faculty members of any level who are promoted after their appointment are considered to have passed the faculty evaluation once. For those who pass a faculty evaluation, the year in which they passed the evaluation is the starting year for calculating time until the next evaluation.
The faculty member being evaluated must provide the relevant information. Failure to do so will be considered to have failed the evaluation for that academic year. If a faculty member is away from the University due to special circumstances (sabbatical leave, temporary detachment, overseas lecture/study or serious mishap) the evaluation may be delayed until they return to University service.
If a female faculty member to be evaluated had become pregnant and given birth during the year, they may apply for the faculty evaluation to be delayed by one year.

Service Unit: Teaching and Learning Development Center, Office of Academic Affairs 2163

14. Faculty Training - Academic Ethics Training Seminar

To promote a proper understanding of academic ethics among faculty members and students, as well as their rigorous adherence, the Center organizes a wide range of lectures on academic ethics as well as workshops on related themes. In accordance with the University’s academic ethics implementation plan: Faculty members applying for flexible or University awards such as the new teacher prize (note) should include proof of attendance for academic ethic seminars from within the last three years. Proof attendance of internal seminars can be queried and printed from the National Sun Yat-sen University Teaching Portfolio System. (URL: http://www.opinion.nsysu.edu.tw/tp/) or contact the organizer unit for the seminar.

The Center will provide an extensive range of academic ethics concepts on themes such as how faculty members can improve their teaching, expansion of teaching horizons, class management, instructor-student interactions, digital teaching, innovative teaching, effective teaching methods, the multi-dimensional ability of multiple assessments, Massive Open Online Courses (MOOC), and flipped classroom. Faculty training - academic ethics training seminars is expected to strengthen NSYSU teaching team’s passion for teaching, professional ability, and appreciation for academic ethics. This will in turn build up support for the push to make the University the best teaching team in Taiwan. To encourage faculty members to take part in the academic ethics training seminar, attendance is recorded and used as a reference for future faculty evaluations.

Note: Processed in accordance with the University's “Implementation Regulations for Recruitment and Retention of Special and Outstanding Talents.”

Service Unit: Teaching and Learning Development Center, Office of Academic Affairs 2112

15. Mentor System
To assist faculty members new to the University or those who need to improve their teaching and research performance, the “Mentoring System” was introduced by the Teaching and Learning Development Center of the Office of Academic Affairs in 2008. By having experienced faculty members (mentors) share their experience in research and teaching through individual interviews, forums, seminars, teaching demonstrations and off-campus visits, mentees are provided with information and assistance on teaching career planning, enhancing of teaching and research ability, and specialty disciplines. Individual counseling from mentors is expected to give mentees a boost in teaching and research.

The pairing of mentors and mentees is carried out with the help of respective colleges before the lists are passed to the Teaching and Learning Development Center for reference. New faculty members who are interested in participating should contact the responsible person at each college or the Teaching and Learning Development Center to submit their application.

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<td></td>
<td>Yeh, Po-hung</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>Chou, Yu-cheng</td>
<td></td>
<td>1031 New faculty member</td>
</tr>
<tr>
<td></td>
<td>Department of Oceanography</td>
<td>James T. Liu</td>
<td>Professor</td>
<td>Tseng, I-fan</td>
<td>Department of Marine Environment and Engineering</td>
<td>Assistant Professor</td>
<td>1022 New faculty member</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>Huang, Wei-jen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td>Department (Institute)</td>
<td>Mentor</td>
<td>Title</td>
<td>Mentee Department (Institute)</td>
<td>Title</td>
<td>New faculty members or voluntary participant</td>
<td></td>
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<tr>
<td>Institute of Political Science</td>
<td>Roy Tseng</td>
<td>Professor</td>
<td></td>
<td>Kao, Shih-ming</td>
<td>Institute of Marine Affairs</td>
<td>Assistant Professor</td>
<td>1022 New faculty member</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Chen, Tsung-yan</td>
<td>Institute of Political Science</td>
<td>Assistant Professor</td>
<td>1042 New faculty member</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Allison Haga</td>
<td>International Master Program in Asia-Pacific Affairs</td>
<td>Assistant Professor</td>
<td>1041 New faculty member</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cheng, Chih-chiie</td>
<td>Institute of China and Asia-Pacific Studies</td>
<td>Associate Professor</td>
<td>1031 New faculty member</td>
</tr>
<tr>
<td>College of Social Sciences</td>
<td>Hong, Zuway-r</td>
<td>Professor</td>
<td></td>
<td>Tang, Chia-wei</td>
<td>Center for Teacher Education</td>
<td>Assistant Professor</td>
<td>Voluntary participant</td>
</tr>
<tr>
<td>Department of Political Economy</td>
<td>Shin, Chuei-ling</td>
<td>Professor</td>
<td></td>
<td>Chen, Rou-lan</td>
<td>Department of Political Economy</td>
<td>Assistant Professor</td>
<td>1042 New faculty member</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Huang, Shu-wei</td>
<td>Department of Sociology</td>
<td>Contract Assistant Professor</td>
<td>Voluntary participant</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Juan, Hsiao-mei</td>
<td>Department of Sociology</td>
<td>Contract Assistant Professor</td>
<td>1022 New faculty member</td>
</tr>
<tr>
<td>Department of Sociology</td>
<td>Yang, Ching-li</td>
<td>Professor</td>
<td></td>
<td>Chao, En-chieh</td>
<td>Department of Sociology</td>
<td>Assistant Professor</td>
<td>1031 New faculty member</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tsai, Chen-yen</td>
<td>Division of Natural and Applied Sciences</td>
<td>Assistant Professor</td>
<td>1041 New faculty member</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lin, Chi-i</td>
<td>Division of Humanities and Social Sciences</td>
<td>Assistant Professor</td>
<td>Voluntary participant</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lee, Chia-lun</td>
<td>Division of Physical and Health</td>
<td>Associate Professor</td>
<td>Voluntary participant</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cai, Zong-yan</td>
<td>Division of Physical and Health</td>
<td>Assistant Professor</td>
<td>1032 New faculty member</td>
</tr>
<tr>
<td>Center for General Education</td>
<td>Lin, Huann-shyang</td>
<td>Chair Professor</td>
<td></td>
<td>Tsai, Feng-hua</td>
<td>Division of Physical and Health</td>
<td>Assistant Professor</td>
<td>Voluntary participant</td>
</tr>
<tr>
<td>Division of Physical and Health</td>
<td>Hsu, Hsiao-tao</td>
<td>Professor</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Note:
1. New faculty members refer to faculty members who have joined since academic year 102-2 (including full-time assistant professors and contract lecturers)
2. In principle, each mentor can oversee up to three mentees; mentors and mentees do not necessarily have to be in the same college.
3. There are a total of 35 mentors and 74 mentees (including 57 new faculty members who joined within the last three years).

16. Teaching Improvement Scheme

To provide faculty members with professional development and encouragement, the Teaching and Learning Development Center recruited past winners of excellent teaching awards, mentors, experienced instructors with extensive teaching experience as well as outside professionals to serve as pilot teachers. The pilot teachers use the three following teaching services to guide the refining of teaching skills by faculty members:

(1) Individual interviews or group discussions: The Center arranges for pilot teachers from different fields to provide their service for 1-2 hours every week in the “Teaching
Recharging Room” (micro-classroom). Faculty members can fill out the teaching improvement application form and submit it to the person-in-charge by e-mail. Once the e-mail is received the Center will arrange for individual interviews or group discussions as soon as possible.

(2) Teaching Recordings: These can take the form of teaching demonstration recording or course recording. Teaching demonstration recording is where the applicant delivers a teaching demonstration in the micro-classroom or in class. A recording 15-20 minutes long is then made by the Center. A CD of the recording is provided to the faculty member for their reference, or a teaching consultation conducted in conjunction with a pilot teacher. For the course recording, the Center sends a digital TA to the faculty member’s classroom to make a full recording of a module or course. The full teaching recording is then uploaded to the open courses for other faculty members or students to view.

(3) Micro Teaching: Faculty members can organize a group of 1-5 people on their own, select a suitable pilot teacher, then apply to the Center for a micro teaching demonstration in order to refine their teaching method and techniques. For new faculty members, arrangements are made by the Center.

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

17. Teaching Portfolio
The University’s electronic portfolio system (http://ep.oaa.nsysu.edu.tw/) is divided into four components: (1) Learning portfolio - allows students to view their personal profile, course selection, activity participation, ability reviews, learning reflections, accolades, certificates and body of work; (2) Curriculum Map - build an overview of all university courses and course programs that students can use for selecting courses from other colleges and departments or as a guide to career planning and further education; (3) Career Portfolio - provide students with an integrated platform for their online resume and certifications at time of graduation; (4) Teaching Portfolio - Faculty members can provide a description of their teaching philosophy as well as record their teaching, research, counseling and service-related accomplishments.

The Teaching Portfolio system can also be accessed directly via the following link (http://www.opinion.nsysu.edu.tw/tp/). It was developed to provide a complete presentation of
faculty members’ teaching philosophy as well as record their teaching, research, counseling and service-related accomplishments. This gives students a better understanding of the faculty member so they can better plan their own research projects. Faculty members can also use the instructor system to provide students with relevant guidance and learning assistance in a timely manner. The contents of the Teaching Portfolio system can also be used for the judging of excellence teaching awards, selection of outstanding teachers, and scoring by faculty evaluation committees. The system uses the same login method as the University's unified portal. Please refer to the user manual and teaching information provided under “Related Documents and Forms” on the home page first if you have any questions.

Service Unit: Teaching and Learning Development Center, Office of Academic Affairs 2167, 2171

18. Online Teaching Resources

Please do not hesitate to visit the University’s Excellence Teaching website to refer to the following teaching resources:

(1) University Teaching Guide: http://ctdr.nsysu.edu.tw/plan1-5_DL.Counter.php
(2) Tips for Activated Teaching: http://ctdr.nsysu.edu.tw/study_activate.php
Rights and Responsibilities
1. Summary of Appointment Contract for Teaching Faculty
[Contract faculty members are governed by the relevant terms of their contract]

(1) Faculty members shall engage in teaching, research, and service activities in accordance with the “Faculty Guidelines.”

(2) In addition to teaching, faculty members are also expected to provide counseling and mentoring to students.

(3) The basic teaching hours of a faculty member are defined by the University’s “Calculation Guidelines of Hourly Pay for Teachers” and other relevant regulations. Those who apply for leave should arrange for substitution or make-up classes in accordance with the University’s “Rules on Taking Personal Leave for Teachers and Substitution and Regulations on Auditing Hourly Pay.”

(4) If the unit to which the faculty member belongs offers foreign language courses or evening classes, the faculty member is obliged to support the teaching and offering of such classes.

(5) Faculty members are expected to undergo faculty evaluations in accordance with the University’s “Faculty Evaluation Guidelines” and other related regulations. Those who fail to pass the faculty evaluation conducted by the Faculty Evaluation Committee will no longer be re-appointed by the University.

(6) All new full-time faculty lecturers, assistant professors and associate professors appointed after December 3, 1999, must be promoted at least once within eight years or they will not be re-appointed.

(7) Temporary transfers, research, lecture, training and sabbatical leave of faculty members are governed by the University’s "Guidelines for Faculty Temporary Transfer", “Implementation Directions for the Overseas Lectures, Research, and Training of Faculty Members and Researchers” “Regulations for Sabbatical Leave by Professors and Associate Professors” and other relevant regulations.

(8) A faculty member intending to work or teach part-time must first obtain the approval of the University in accordance with the “Regulations for Faculty Members Working Part-time for For-Profit Enterprises/Groups” and “Principles for All Full-time Public School Faculty Members Working Part-time.” Faculty members are limited to teaching or working part-time no more than four hours a week outside the University.

(9) Faculty members undertaking external subsidized (commissioned) projects should comply with the “Ministry of Science and Technology Guidelines of Research Project Subsidy” and the University’s “Guidelines for Processing Non-MOST Cooperative Education Programs.” The agreement must be signed by the University. Faculty members may not enter into agreements with external agencies for research projects without going through the University’s administrative process.

(10) Faculty members undertaking subsidized / commissioned projects should comply not only with
the provisions set by the subsidizing/commissioning unit but also comply with the relevant account laws and regulations in their use of funds.

(11) The research output of faculty members while they are in the employ of the University should be handled in accordance with the University’s “Regulations for Management of Research and Development Outcomes and Technology Transfer.”

(12) Faculty members engaged in teaching, instruction, training, evaluation, management, counseling or providing of work opportunities to students may not develop relationships that violate professional ethics in inter-personal interactions related to sex and gender.

If a faculty member believes that his/her relationship with a student may be in violation of professional ethics, he/she should actively avoid such interactions or report the matter to the University.

Faculty members should respect the sexual and bodily autonomy of other people and themselves. They should make unwanted advances and must not engage in actions that violate sexual or gender equality.

In addition to the above regulations, faculty members must comply with the relevant laws and regulations such as the “Gender Equity Education Act”, “Act of Gender Equality in Employment” “Sexual Harassment Prevention Act” and “Regulations on the Prevention of Sexual Assault, Sexual Harassment, and Sexual Bullying on Campus.”

(13) Faculty members should adhere to the academic code of conduct. Violations will be dealt with by the University in accordance with the “Regulations for Breaches of Faculty Qualifications for Review and Academic Ethics.”

(14) For faculty members who breach the appointment agreement and the relevant regulations, once the facts of the matter have been reviewed by the relevant University committees, their case may be referred to the Faculty Evaluation Committee for review. Serious offenses will be dealt with in accordance with Article 14 of the “Teacher’s Act.”; if the severity of the offense does not reach the level specified in Article 4 of the “Teacher’s Act”, the Faculty Evaluation Committee shall determine the appropriate disciplinary action to take. This may include a block on salary raise, temporary transfers, part-time work/teaching, sabbatical, or a temporary ban on applying for University awards and faculty qualification reviews.

(15) If a faculty member does not intend to renew their appointment, the University should be notified in writing one month in advance. Those who wish to resign during their appointment period should obtain the approval of the University. Departing faculty members should complete the relevant handover procedures before their departure.

Service Unit: Division 1, Office of Personnel Services 2043

2. Faculty Salary Assessments and Re-classification [Contract faculty]
members are governed by the relevant terms of their contract]

(1) Salaries are assessed in accordance with the “Salary Rank of Public School Instructors and Teaching Assistants”:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Lecturer</th>
<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base salary, annual</td>
<td>$245 ~ $625</td>
<td>$310 ~ $650</td>
<td>$390 ~ $710</td>
<td>$475 ~ $770</td>
</tr>
<tr>
<td>performance pay</td>
<td></td>
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</tr>
</tbody>
</table>

(2) The starting salary of faculty members should be based on their actual arrival date.

(3) Faculty members who satisfy the length of service regulations may have their salary grade increased by an amount no more than the highest annual performance bonus of their position. Salary grade can be increased by one per full year of service.

(4) Rules for recognizing length of service:

<table>
<thead>
<tr>
<th>Type of appointment</th>
<th>Nature of appointment</th>
<th>Regulatory basis</th>
</tr>
</thead>
</table>
| Domestic and overseas public/private academic research institutions and Ministry of Education accredited universities and colleges | 1. The nature of the original position is similar to the topic to be taught and their work experience is indeed needed in teaching.  
2. Full-time position of similar grade and nature to the faculty member’s current position.  
3. For length of service accrued as non-establishment full-time teacher at private schools, if faculty member was accepted through an open selection process then their appointment qualifications shall be governed by the “Implementation Guidelines for the Employment of Teaching Personnel, Research Personnel and Other Personnel by Public University Funds.” If previous position was equivalent in grade to their current position and excellent performance was demonstrated then length of service may count towards their salary grade. | Interpretation issued by the Ministry of Education |
<p>| Employed by defense industry organization as reserve (non-commissioned) officer during national service | Reserve (non-commissioned) officer | “Regulations Governing the Reserve Officer Screen and Selection”                     |
| Project personnel       | Full-time position of similar grade and nature to the faculty member’s current position. | Interpretation issued by the Ministry of Education                               |</p>
<table>
<thead>
<tr>
<th>Type of appointment</th>
<th>Nature of appointment</th>
<th>Regulatory basis</th>
</tr>
</thead>
</table>
| Domestic or foreign private organization | 1. The nature of the original position is similar to the topic to be taught and their work experience is indeed needed in teaching.  
2. Original position was a full-time position equivalent in grade to the planned position of the faculty member and excellent performance was demonstrated.  
3. A Chinese translation for proof of employment issued overseas should be included and authenticated by the local R.O.C. overseas representative or designated organization; if authentication is difficult, documentation signed by the person-in-charge or department head of the original organization may be accepted by the University’s Faculty Evaluation Committee. | “Principles governing the recognition of university and college teachers’ length of service from domestic or private institutions for salary assessments” |

(5) Faculty members should provide all of their academic and work records within 30 days of arrival to apply for recognition of their length of service from domestic or overseas private institutions. If approved by the University’s Faculty Evaluation Committee then their salary grade is changed from the date of appointment. If an application was not submitted within the previously stated period then the change takes effect from the date of approval.

Service Unit: Division 1, Office of Personnel Services 2042

3. Review of Faculty Qualifications: [The procedure for contract faculty members applying for teacher certificates is governed by Article 17 of the University’s “Implementation Guidelines for Employment of Contract Teaching and Research Personnel”]

(1) Full-time faculty members should be submitted to the Ministry of Education for approval within 3 months of their approval. The appointment period takes effect from the month and year of their arrival. If not submitted to the Ministry of Education by the given deadline, then length of service starts from the date of application.

(2) Faculty members without a teacher certificate should enter their CV information into the “Reporting System for Assessment of Higher Education Faculty Members” of the MOE Department of High Education. The relevant information should then be forwarded to the Office of Personnel Services so that the teacher certificate can be issued by the MOE as soon as possible.

Service Unit: Division 1, Office of Personnel Services 2043
4. Promotion of Faculty Members: [not applicable to contract faculty members]

(1) The qualification requirements for promotion of faculty members of each grade are as follow:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Regulatory basis</th>
<th>Qualification requirements for promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td>1. “Accreditation Regulations Governing Teacher Qualifications at Institutions</td>
<td>1. Length of service: Worked as assistant professor for more than 3 years, or holds a Ph.D. degree and had</td>
</tr>
<tr>
<td></td>
<td>of Higher Education”</td>
<td>engaged research or work related to their academic discipline for more than 4 years.</td>
</tr>
<tr>
<td></td>
<td>2. “NSYSU Regulations for Promotion Review of Teachers and Researchers”</td>
<td>2. Specialized publications, artworks, achievements or technical reports</td>
</tr>
<tr>
<td>Promotion to associate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td>1. “Accreditation Regulations Governing Teacher Qualifications at Institutions</td>
<td>1. Length of service: Worked as associate professor for more than 3 years, or holds a Ph.D. degree and had</td>
</tr>
<tr>
<td>Promotion to professor</td>
<td>of Higher Education”</td>
<td>engaged research or work related to their academic discipline for more than 8 years, and those with</td>
</tr>
<tr>
<td></td>
<td>2. “NSYSU Regulations for Promotion Review of Teachers and Researchers”</td>
<td>original works or inventions, important contributions, or specialized publications.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Specialized publications, artworks, achievements or technical reports</td>
</tr>
</tbody>
</table>

(2) Faculty promotion reviews are held once each semester in every academic year.

(3) The promotion review is divided into the preliminary evaluation, re-evaluation and final evaluation.

An external review is conducted before the preliminary review by the faculty evaluation committee of their department (institute/division). Another external review is conducted by the University before re-evaluation by the faculty evaluation committee of the college (Center for General Education). If approved by re-evaluation, then the final review is conducted by the University faculty evaluation committee. Those that pass the final review are submitted to the Ministry of Education for review and takes effective retrospectively from the start of the current semester.

(4) Regulations governing the weighting of faculty evaluation scores:

1. In accordance with Article 4 of the University’s “Regulations for the Promotion Review of Teachers and Researchers”, the weighting of faculty promotion review scores can be adjusted by each college (Center for General Education) within the range given below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Academic research</th>
<th>Teaching performance</th>
<th>Service grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting</td>
<td>60%-70%</td>
<td>20%-30%</td>
<td>10%-20%</td>
</tr>
</tbody>
</table>

2. The academic research, teaching performance and service grade of teachers and researchers applying for promotion are scored out of 100. Where the score for academic research is less than
70%, the external review score of their publications given by the 3 external reviewers must exceed 3.5 after conversion. The total score for the three above categories should also reach at least 70 (inclusive) for promotion to be passed. The adjusted weighting of faculty promotion evaluation scores of each college (center) is academic research 70%, teaching performance 20%, and service grade 10%. No additional threshold is needed for academic research. Stricter regulations may be defined by individual colleges (center).

(5) Length of service after promotion should run from the start date on the teacher certificate issued by the Ministry of Education to the day before the latest promotion. Full-time training or research conducted domestically or overseas count for at most one year of service. For approved temporary transfers, at most two years is counted from their temporary transfer period. Faculty members who engaged in full-time training, research, overseas lectures and temporary transfers domestically or overseas who did not actually teach at the University during that semester may not apply for promotion.

(6) Specialized publications submitted by the faculty member should conform to the following regulations:

1. Had published a specialized book, or had been published in domestic/overseas academic or professional publication (with formal peer review process, with electronic periodical that is in the public domain); or proof of impending publication issued by the aforementioned publication, or writing has been published in a domestic/overseas symposium with a peer review process then compiled for publication (including publication as CD).

2. Representative works should have been authored by the applicant after they received their teacher qualifications for the previous level and no more than 5 years before the current application (i.e. date that promotion took effect); reference works should have been authored by the applicant after they received their teacher qualifications for the previous level and no more than 7 years before their current application. If the applicant had become pregnant or given birth during the aforementioned period, then they may apply to extend the aforementioned deadline by two years.

3. The works should be bound to facilitate archival.

(7) New full-time lecturers, assistant professors and associate professors (i.e. full-time faculty members appointed after the resolution was passed by the 1st extraordinary meeting of the Administrative Council on December 3, 1999) must pass their 1st promotion review within 8 years of appointment or they will not be re-appointed.

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

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

2. Chapter 1: Requisites for Submission of Certificates
   (1) The faculty member is considered to be actually teaching if they taught at the University in the semester in which the application was submitted to the lowest level faculty evaluation committee. (Article 2)
   (2) Inclusion of calculation method for length of service accrued by full-time teachers at overseas schools. (Article 3)

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

4. Chapter 3: Category of Submission:
   (1) Faculty members are explicitly allowed to apply for qualification review by submitting specialized publications, artworks, proof of achievements, proof of sporting achievements, technical reports, and technical reports on teaching practice. (Articles 13-20)
   (2) Review criteria for promotions based on teaching innovations (Article 14 and Attachment 2)
   (3) Chapter 4: Submission of Academic Works and Backgrounds:
      ① The maximum number of submitted works is now explicitly set as 5 (the applicant may designate one as the most representative) (Article 21, Paragraph 3)
      ② Deleted the limitation on age of submitted works, and the provision for an extension of two years due to pregnancy or child-birth. Overseas works by the applicant can now be considered. (Article 21, Paragraph 4)
      ③ Symposium papers published online are now considered to have been published. (Article 21, Paragraph 3, Sub-paragraph 3)
      ④ The research (publication) outcomes submitted by teachers should in principle be published in the domain. Contents of academic works not published in the public domain due to confidential information, patents, or information that may not be unlawfully disclosed, may be recognized at the discretion of each University. (Article 21, Paragraph 3)
      ⑤ Where the applicant is the primary author or corresponding author, there is no need to provide a signed declaration by other overseas or co-authors. Added provision where if a signed declaration from a co-author is not available, the applicant should state in writing the extent of their contribution and the reason for unavailability of the declaration. The university-level faculty evaluation committee may agree to waive the requirement for a signed declaration from the co-author. (Article 23, Paragraph 1 Sub-paragraph 2 and Paragraph 2)
      ⑥ If the applicant’s representative is to be published in the future, then it should be published in within one year. If the work was not published due to reasons beyond the applicant’s
control, then an extension may be applied for (should still be published within three years). Current regulations require extensions to be reported to the Ministry of Education. This has now been amended to let the university track extensions to proof of future publication issued by periodicals. (Article 25)

(4) Chapter 5: Screening Procedure:

① Universities are now explicitly required to define multiple systems for faculty promotion. Clear rules should be defined in the relevant university regulations for assessment, review procedures, decision-making, dispute handling, complaints and restitution mechanisms. (Article 30)

② Explicit provisions for entrusted screening mechanism (universities with internal review processes now authorized to entrust reviews to external reviewers). (Article 31)

③ To ensure fair reviews of submissions from applicants in each discipline, external reviews for academic works, artworks or proof of artistic achievement, proof of sporting achievement and technical reports shall consist of three external reviewers. (Article 33)

④ Explicitly requires the confidentiality of the review process, reviewers and review opinions to be maintained. Provision added for exceptions including mechanism for appeals; the review opinions of rejected applications can be provided to the applicant. The appeals mechanism however only covers the review process and review opinions. The remaining information are still not provided due to the Personal Information Protection Act and to prevent exposure of the reviewers. (Article 39)

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

(5) Chapter 6: Supplemental Provisions:

① Addition of provisions for violation of faculty evaluation regulations: (Article 43)

② Inappropriate citation, repeat publication without authorization, no indication that content includes previously published results or works. (Paragraph 1, sub-paragraph 1)

③ Forgery or alteration of writings, creative works, performances and technical reports. (Paragraph 1, sub-paragraph 2)

④ Influencing academic reviewers through illegal or inappropriate means. (Paragraph 1, sub-paragraph 3)

⑤ Method of handling situations where an appeal was filed by the applicant, upheld by the appeals agency, but the department, college or university-level faculty evaluation still failed to take corrective action as directed by the appeals agency. (Article 45)
5. Part-time Teaching, Part-time Work and Temporary Transfers by Faculty Members:

[Temporary transfers are not available for contract faculty members. Part-time teaching and part-time work shall be governed by the terms of their contract]

(1) Part-time teaching by faculty members:

1. Full-time faculty members may not engage in part-time teaching outside of the university unless otherwise specified by law. In special circumstances however they may engage in part-time teaching if they have the consent of the University. They may engage in part-time teaching for up to 4 hours a week. Part-time teaching is in principle limited to those of a similar nature to what they teach at the University.

2. For courses during normal teaching hours, the faculty member’s on-campus overtime hours and off-campus part-time teaching hours must not exceed 4 hours a week in total. Any excess teaching hours are considered to be voluntary teaching and deducted from the on-campus overtime hours.

(2) Part-time work by faculty members: Faculty members should secure official approval from the University before engaging in external part-time work.

<table>
<thead>
<tr>
<th>Applicable laws and regulations</th>
<th>Full-time faculty member</th>
<th>Faculty member with administrative position</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Guidelines for Additional Part-time Positions Held by Teachers of Public Schools of Various Levels</td>
<td>1. Civil Servant Act (scope of part-time work and approval procedure)</td>
<td>Faculty members in management roles are still bound by the Civil Servant Work Act</td>
<td></td>
</tr>
<tr>
<td>2. Fundamental Science and Technology Act, Regulations for Scientific Researchers’ Part-Time Employment and Contribution of Technology as an Equity Investment</td>
<td>2. Regulations Governing the Appointment of Civil Servants as Government Representatives to the Board of Government Investment or Re-Investment Private Enterprises, Sponsored (Subsidized) Foundations and Associations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. NSYSU Regulations for Faculty Members Working Part-time for For-Profit Enterprises/Groups</td>
<td>4. Guidelines for Additional Part-time Positions Held by Teachers of Public Schools of Various Levels</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. NSYSU Regulations for Faculty Members Working Part-time for For-Profit Enterprises/Groups</td>
<td>6. NSYSU Regulations for Faculty Members Working Part-time for For-Profit Enterprises/Groups</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Scope of part-time work

Article 3 of the Guidelines for Additional Part-time Positions Held by Teachers of Public Schools of Various Levels states

1. Legal part-time work (Article 13, Civil Service Work Act)
2. Part-time work for teaching, research, or in...
<table>
<thead>
<tr>
<th>Full-time faculty member</th>
<th>Faculty member with administrative position</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>that: (1) Government agencies (organizations), public schools, and accredited private schools. (2) Administrative institutions (3) Non-profit businesses or groups: 1. State-owned, privately-owned, or co-owned businesses. 2. Organizations that satisfy the definition of charity and financial groups from the General Principles of the Civil Code. 3. Other businesses or groups registered or accredited by the competent authorities in accordance with the law. 4. International academic or professional organizations. (4) Schools established or accredited by the local competent authorities in overseas regions, Hong Kong or Macau. (5) For-profit organizations or groups that have established an industry-academic collaboration with the school, or in which the government and school holds equity. (6) Newly established biotech and new pharmaceutical companies. (7) Those defined under Article 17 of the Fundamental Science and Technology Act.</td>
<td>non-profit businesses groups is permitted under Article 14-2 of the Civil Service Work Act. 3. Acting as the main technology owner for newly created biotech and new pharmaceutical companies in accordance with Article 10 of the Biotech and New Pharmaceutical Act. 4. Where a researcher must engage in part-time work due to science and research activities in accordance with Article 17 of the Science and Technology Fundamental Act.</td>
<td>Part-time work permitted by the Regulations for Scientific Researchers’ Part-Time Employment and Contribution of Technology as an Equity Investment: 1. Must be essential to scientific research activities. 2. Must be related to the full-time position’s field of research. 3. The school should have signed a contract with the unit providing the part-time position. 4. Should apply for approval in advance</td>
</tr>
<tr>
<td>Part-time Positions</td>
<td>1. Article 4, paragraph 1 of the Guidelines for Additional Part-time Positions Held by Teachers of Public Schools of Various Levels: 1. Independent director of a public enterprise, TWSE/GTSM-listed company, or company not listed on TWSE/GTSM where the board of directors or general shareholders’ meeting have voted to apply for TWSE/GTSM listing. 2. Independent director of a banking, securities, insurance and brokerage subsidiary 100% owned by a financial holding company. 3. The director of newly established biotech and new pharmaceutical companies may hold over 10% of the company’s shares at time of founding with the consent of the University if the any of the following conditions is satisfied: (1) The faculty member is the main technology owner of the new pharmaceutical developed and produced by the company for human, animal or plant use. (2) The faculty member is the main technology owner of the class 3 high-risk medical device developed and manufactured by the company for implantation or placement inside the human body. 4. Independent director of a foreign company where TWSE/GTSM is their primary listing, or of a foreign company not listed on TWSE/GTSM where the</td>
<td>1. Article 13, paragraph 2 of the Civil Servant Work Act: May work part-time as the director or supervisor representing government equity in public business organizations or enterprises. 2. Article 14-2 of the Civil Servant Work Act: May work part-time work in teaching, research, or in non-profit businesses groups. 3. Article 10 of the Biotech and New Pharmaceutical Act: The main technology holder may be the founder, director or technology consultant of a newly established biotech and new pharmaceutical company. 4. Article 4 of the Regulations for Scientific Researchers’ Part-time Employment and Contribution of Technology as an Equity Investment: May serve on a part-time basis as the founder if not actually involved in the capital-raising and establishment, or technology consultant not involved in actual business operations, and technology consultant if it is related to their full-time position's field of research. 5. May work part-time as a consultant on project that a private company applied to the government for.</td>
</tr>
</tbody>
</table>

37
### Full-time faculty member

board of directors or general shareholders’
meeting have voted to apply for primary
listing on the TWSE/GTSM.

2. Article 10 of the Biotech and New
Pharmaceutical Act: Founder, director or
technology consultant of a newly
established biotech and new
pharmaceutical company.

3. Article 4 of the Regulations for Scientific
Researchers’ Part-time Employment and
Contribution of Technology as an Equity
Investment: May serve on a part-time
basis as the founder if not actually
involved in the capital-raising and
establishment, or technology consultant
not involved in actual business operations,
and technology consultant if it is related
to their full-time position's field of
research.

4. May work part-time as a consultant on
project that a private company applied to
the government for.

5. Required to
avoid conflict of
interest during the
period of
part-time
work and for
two years
after its
conclusion.

### Faculty member with administrative position

from the
school.

### Remarks

### Restrictions on Part-time Work

1. Procedure: Requires approval of the school in accordance with internal procedures.

2. Part-time hours: The total number of part-time work hours per week during office hours may not exceed 8 hours.

3. Number of part-time positions: According to university regulations, faculty members not in administrative positions are limited to no more than five part-time positions as the director or supervisor of public and private business organizations (including foundations); those who also hold an administrative position shall be limited to two part-time positions in accordance with the “Regulations Governing the Appointment of Civil Servants as Government Representatives to the Board of Government Investment or Re-Investment Private Enterprises, Sponsored (Subsidized) Foundations and Associations.”

4. Cap on part-time fees: None.

5. Payment of part-time fees: To be paid through the school; the part-time fees may also be electronically deposited in the faculty’s member account and the University notified after the deposit is made.

6. Rebate: No less than NT$120,000 per year.

7. Investment ratio:

   (1) No more than 10% of total investment.

   (2) Exceptions:

      a. The director of newly established biotech and new pharmaceutical companies may hold over 10% of the company’s shares at time of founding with the consent of the University if the any of the following conditions is satisfied: (1) (1) The faculty member is the main technology owner of the new pharmaceutical developed and produced by the company for human, animal or plant use. (2) The faculty member is the main technology owner of the class 3 high-risk medical device developed and manufactured by the company for implantation or placement inside the human body.

      b. If a researcher’s contribution of their research outcome results in their holding of shares in a newly founded company at time of founding, or conversion of technology into shares of an existing company, their share-holding including share dividends may not exceed 40% of the company's total shares.

8. Undertaking of projects by faculty members: The contract for commissioned research projects (including industry-academia cooperation, or government/public enterprise/private enterprise commissioned projects) or subsidized projects should all be signed by the university; if the university is unable to sign the contract (such as serving as the co-principal investigator or collaborating principal investigator of research projects at other universities or private organizations, or commissioned projects accepted through academic associations), formal approval from the university should still be secured.

### Prohibited Part-time Positions

1. Article 4 of the Guidelines for Additional Part-time Positions Held by Teachers of Public Schools of Various Levels:

   (1) Position of chairman, director, supervisor, person-in-charge, or manager of for-profit business organizations or groups if not acting as representative of government equity,

   (2) Positions regulated by professional laws such as attorney, accountant, architect and
## Full-time Faculty Member

<table>
<thead>
<tr>
<th>Full-time faculty member</th>
<th>Faculty member with administrative position</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>President or permanent internal administrative position in a private school.</td>
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</tr>
<tr>
<td>Position in a school established or accredited by the local authorities in Hong Kong or Macau where there is a risk that it may damage the sovereignty or national security of R.O.C.</td>
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<td></td>
</tr>
</tbody>
</table>

2. Full-time faculty members of public universities traveling to the China for academic exchange shall be governed by the relevant regulations. Faculty members are currently not permitted to teach or work part-time at universities in China.

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## Non-Part-Time Work or Where University Approval Is Not Required

1. **Non-part-time work:** The sharing of information, experience or knowledge through text or images using the media or websites, the exhibition, sale or publication of personal books and works, activities not for profit or commercial advertising, and where no contractual relationships with any organizations were entered in to shall be considered to be non-part-time work.

2. **Part-time work where university approval is not required:**

   (1) Non-routine lecture of teaching invitations that are not for profit or commercial advertising.

   (2) Part-time work in a task force or consulting role at a government organization, school or administrative institution, or serving as the expert representative at meetings of aforementioned organizations.

   (3) Where confidentiality is required by law (member of the Board of Examiners, member of review committee, peer reviewer etc.).

   (4) Part-time position in government agencies, schools, administrative institutions or non-profit business (organizations) where only travel or attendance fees are paid and there are no other forms of remuneration (such as volunteering).

   (4) Part-time position carrying out non-routine work in government agencies, schools, administrative institutions or non-profit business (organizations) (e.g. Competition judge)

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(3) Temporary transfer of faculty members:

1. Faculty members must have accrued at least 3 years of the service at the University before they become eligible for temporary transfers. The temporary transfer should be related to their expertise or courses taught.

2. Temporary transfers should in principle run for 2 years each time and up to a maximum of 4 years. If the temporary transfer is for a position of a fixed term that is in excess of 4 years then the temporary transfer period shall be the same as the period of appointment for that position. A faculty member may be eligible for temporary transfer again once they have returned to the University establishment. The total length of time on temporary transfer may not exceed 8 years.

3. The quota for temporary transfers is 15% of the number of professors on sabbatical leave, or faculty members away on overseas lectures, research and training at each department (institute, division) or college (Center for General Education). If the quota is based on total college (Center for General Education) complement, an application must be submitted by the department (institute, division) and approved by the college (Center for General Education) faculty evaluation committee.

4. For faculty members on temporary transfers who followed the “NSYSU Regulations for Temporary Transfer of Faculty Members” and return to the University to fulfill their teaching obligations, their length of service will be considered to be uninterrupted.

5. Faculty members who return to the University from a temporary transfer must complete at least one year of service before they can apply for leave. The period of temporary transfer does not count towards length of service.
6. Temporary transfers shall be considered unpaid leave. When a faculty member returns to the establishment at the end of the transfer, those who demonstrated excellent performance before, during and after the temporary transfer may have their performance recorded. They may also apply for salary increased or annual performance bonuses on an academic year basis.

7. In accordance with Article 8-1, paragraph 6 of the Act Governing Retirement of School Teachers and Staff: “The period of service accrued by faculty members temporarily transferred on unpaid leave to private organizations, private schools, organizations and non-government groups established or designated by the Executive Yuan for managing interactions between the people of Taiwan and the Mainland, and foundations with the consent of the university, may count towards their accrued length of service upon resuming their paid teaching position in accordance after the payment of outstanding pension fund contributions as defined in Article 3. If a faculty member returning to the establishment needs to purchase length of service then they may not collect pensions, severance pay or withdrawal payments funded out of government budgets.

Service Unit: Division 1, Office of Personnel Affairs 2042 & 2043

6. Lectures, Research or Training for Faculty Members: [Not applicable for contract faculty members]

(1) Faculty members traveling overseas to give lectures, engaging in domestic/overseas research, or traveling overseas for training:

1. Common regulations:
   (1) Legal basis: “NSYSU Implementation Directions for the Overseas Lectures, Research, and Training of Faculty Members”

   (2) Application procedure:
   A. The applicant should fill out and submit the application form with their lecture, research or training plan along with the letter of consent from the overseas organization three months before the end of the preceding semester. Once it has approved by the department (institute, division) faculty evaluation committee, the application should be forwarded to Dean Chen (Center Director) in accordance with the administrative process. The aforementioned application shall then be submitted to the Office of Personnel Affairs and presented to the President for approval.
   B. Overseas lectures or domestic/overseas research projects less than 1 month in duration that do not affect teaching or are held during the winter and summer breaks may be submitted to the head of the department/ college then the university president for approval.

   (3) Personnel restrictions: The number of faculty members in each department (institute, division) on sabbatical leave, overseas lecture, domestic/overseas research,
overseas training and temporary transfers may not exceed 15% of the full-time faculty. Precedence is given to sabbatical leave. Faculty members on temporary transfers to government departments to serve in executive positions who return to the university to fulfill their teaching obligations or those with special needs require special approval. If the number of educators in each department (institute, center) will not be affected then they will not be counted towards the above 15% quota.

(4) Report submission: Faculty members undertaking overseas lectures, domestic/overseas research or overseas training must submit a report to the University on the lecture, research or training within three months of their return to the country. Those who undertook overseas training should also attach their academic transcript from the school they attended.

(5) Service obligations

A. Faculty members undertaking overseas lectures, domestic/overseas research or overseas training should sign a contract with the University to return to work at the University immediately afterwards. The time to be served by those on unpaid leave should be the same as the length of unpaid leave; those on paid leave should serve double the length of the unpaid leave.

B. Faculty members who undertook overseas lectures, domestic/overseas research or overseas training in accordance with these directions should fulfill their service obligations immediately upon returning to the University as set out above. They may not resign, apply for temporary transfer, or apply to undertake overseas lectures, domestic/overseas research, overseas training or sabbatical leave until they have fulfilled their service obligations. Those who violate the above rule are liable for compensation equal to the amount of salary they collected during paid leave.

2. Sub-regulations

<table>
<thead>
<tr>
<th>Category</th>
<th>Application Criteria</th>
<th>Review Procedure</th>
<th>Application Deadline</th>
<th>Salary Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overseas Lecture</td>
<td>Those who hold associate professor or higher qualifications and had taught full-time at the University for more than two consecutive years.</td>
<td>Fill out the “Application Form for Teachers Going on Overseas Lecturing, Research and Further Study” form. Attach the letter of consent from the overseas organization and the “Explanation of Arrangements for Courses Originally to be Taught by the Teacher Applying to go on Overseas Lecturing, Research and Further Study.” Once the application is passed by the department (institute, division) faculty evaluation committee and approved by the dean of the college (Center Director), the list of names should be submitted to the Office of Personnel Affairs for the approval of the president within 1 week.</td>
<td>Limited to 1 year</td>
<td>Should be placed on “unpaid leave” so they are not double-paid.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Application Criteria</th>
<th>Review Procedure</th>
<th>Application Deadline</th>
<th>Salary Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic/Overseas Research</td>
<td>Faculty members undertaking domestic training:</td>
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<tr>
<td>----------------------------</td>
<td>-----------------------------------------------</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Those who hold assistant professor or higher qualifications and had taught full-time at the University for more than two consecutive years.</td>
<td>1. Fill out the “Application Form for Teachers Going on Overseas Lecturing, Research and Further Study” form and “Explanation of Arrangements for Courses Originally to be Taught by the Teacher Applying to go on Overseas Lecturing, Research and Further Study.” The relevant documentation and research plan should also be included with the application.</td>
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<tr>
<td>2. Applications for short-term research projects from the Ministry of Science and Technology and the Academia Sinica shall be processed in accordance with the relevant regulations in the correspondence.</td>
<td>3. For domestic/overseas research projects, once the application has been passed by the department (institute, division) faculty evaluation committee and approved by the dean of the college (Center Director), it should be submitted to the Office of Personnel Affairs for the approval of the president within 1 week.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Overseas Training</th>
<th>Overseas Training</th>
</tr>
</thead>
</table>
| Those who hold lecturer or higher qualifications under the old system and had taught full-time at the University for more than two consecutive years. | Limited to 1 year

Fill out the “Application Form for Teachers Going on Overseas Lecturing, Research and Further Study” form and “Explanation of Arrangements for Courses Originally to be Taught by the Teacher Applying to go on Overseas Lecturing, Research and Further Study.” Attach documentation from application for admission to overseas university. Once the application has been passed by the department (institute, division) faculty evaluation committee, and approved the dean of the college (Center Director), it should be submitted to the Office of Personnel Affairs for approval by the university president within 1 week. |

Those who have served at the University for more than 2 consecutive years but less than 3 years shall be placed on unpaid leave; those on 3 years or more may be placed on paid leave for up to 1 year, then unpaid leave from the 2nd year onwards. This period may not exceed the effective length of their appointment. An extension may be granted for those who are re-appointed. This should be 2 years in principle but may be extended by another 1 year if necessary. | Should be 1 year in principle but can be extended by up to at most 3 years |

(2) Faculty members undertaking domestic training:
1. Legal basis:
   (1) NSYSU “Implementation Guidelines for Domestic In-Service Training of Faculty Members”
   (2) “Regulations on Faculty Training and Research Incentives”
2. Application criteria: NSYSU faculty members who have been working full-time for 2 consecutive years or more and successfully applied to a graduate institute at a domestic university. If the part-time work is allowed by the graduate institute and the research field is similar to the nature of their work, the faculty member may apply to undertake training.
3. Application procedure: Faculty members applying to undertake training require the approval of
the department (institute, division) faculty evaluation committee, the department (institute, division) administrative council, the college (Center for General Education) faculty evaluation committee, the University faculty evaluation committee and the university president.

4. Application deadline: The in-service training period of faculty members at the university should be the specified study period. If an extension is needed then a special approval is necessary.

5. Salary Rules:
   (1) Full-time faculty members should preferably become part-time faculty members during the period of in-service training. The decision shall be made by the faculty evaluation committee of their department (institute, division) based on teaching requirements then carried out in accordance with the relevant regulations.
   (2) If appointed as full-time faculty member by the university then salary will be paid as normal during the training period.

6. Personnel restrictions: Identical to the regulations for lecturing, research or training.

7. Service obligations: Personnel should continue working at the University for at least 1 year after the end of their training period. Compensation may be demanded by the University for violations.

Service Unit: Division 2, Office of Personnel Affairs 2053

7. Sabbatical Leave for Professors and Associate Professors: [Not applicable to contract faculty members]
   (1) Legal basis: NSYSU “Regulations for Sabbatical Leave by Professors and Associate Professors”
   (2) Application Criteria:
      1. Sabbatical leave for professors:
         (1) Full-time professors of the University who have served more than 7 consecutive semester (or 7 years) at accredited domestic universities, colleges, or foreign universities and colleges recognized by the Ministry of Education, and have served for at least 3 years (or 5 years) at the University, may apply for 1 semester (or 2 semesters) of sabbatical leave with the approval of the University.
         (2) Those who apply for 2 semesters of sabbatical leave may choose to take the sabbatical leave in 2 separate semesters over 2 academic years.
      2. Sabbatical leave for associate professors:
         (1) Associate professors of the University who have served 10 consecutive semesters at the University, received an above-average score in their teaching quality surveys in the 5 previous years and satisfies at least two of the following conditions may apply to take 1 semester of sabbatical leave with the approval of the University.
            A. Had research projects approved 2 (3) times by the National Science Council (now the Ministry of Science and Technology) of the Executive Yuan within the last 3 (5) years and
served as the principal investigator.

B. Had publicly published 2 (3) papers in SCI, SSCI, TSSCI, A&HGCI, and THCI Core within the past 3 (5) years as the first author or corresponding author while at the University, or had published 1 (2) formally peer-reviewed books.

C. Had received an excellent award for teaching, research or industry-academia cooperation from the University during their time as associate professor.

(2) Associate professors may only apply for sabbatical leave once.

(3) Review procedure: Faculty members who satisfy the criteria defined in these regulations and wishing to apply for sabbatical leave should submit a plan including the research location. If the application is approved by the department (institute, division) and college (Center for General Education) faculty evaluation committees, the list of names shall be submitted to the Office of Personnel Affairs for approval by the university president within 1 week.

(4) Personnel restrictions: The number of faculty members in each department (institute, division) on sabbatical leave, overseas lecture, domestic/overseas research, overseas training and temporary transfers may not exceed 15% of the full-time faculty. Precedence is given to sabbatical leave. Faculty members on temporary transfers to government departments to serve in executive positions who return to the university to fulfill their teaching obligations or those with special needs require special approval. If the number of educators in each department (institute, division) will not be affected then they will not be counted towards the above 15% quota.


(6) Service obligations: Professors and associate professors should return to work at the University at the end of their sabbatical leave and serve for a period equal to that of the sabbatical leave. A report on the academic or research results from the sabbatical leave should also be submitted to their unit and the University within 3 months of their return.

Service Unit: Division 2, Office of Personnel Affairs 2053

8. Insurance and Living Stipends: (Not applicable to contract faculty members)

Insurance:

1. Insurance for civil servants and teachers:

   (1) Legal basis: 1. “Civil Servant and Teacher Insurance Act”.

   (2) This is compulsory insurance and the subsidy regulations are provided in the attached table:

<table>
<thead>
<tr>
<th>Category</th>
<th>Application Deadline</th>
<th>Required Documentation (1 copy of each)</th>
<th>Subsidy Criteria</th>
</tr>
</thead>
</table>

44
<table>
<thead>
<tr>
<th>Documentation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funeral stipend</strong></td>
<td></td>
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<tr>
<td>Within 5 years of the event</td>
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</tr>
<tr>
<td>1. Death certificate.</td>
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<tr>
<td>2. Household registration cancellation transcript</td>
<td></td>
</tr>
<tr>
<td>3. Household registration transcript of the applicant</td>
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</tr>
<tr>
<td>Parents</td>
<td>3 months of insurance pay.</td>
</tr>
<tr>
<td>Spouse</td>
<td></td>
</tr>
<tr>
<td>Offspring aged between 12 (incl.) and 25 (excl.)</td>
<td>2 months of insurance pay.</td>
</tr>
<tr>
<td>Offspring with birth certificate under the age of 12</td>
<td>1 month of insurance pay.</td>
</tr>
<tr>
<td><strong>Personal disability benefits</strong></td>
<td></td>
</tr>
<tr>
<td>For 5 years starting from the date that the insuree disability was confirmed</td>
<td></td>
</tr>
<tr>
<td>Proof of disability for civil servant and teacher insurance</td>
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</tr>
<tr>
<td>100% disabled</td>
<td>Work-related: 36 month of insurance pay.</td>
</tr>
<tr>
<td></td>
<td>Non-worked related: 30 months of insurance pay.</td>
</tr>
<tr>
<td>50% disabled</td>
<td>Work-related: 18 month of insurance pay.</td>
</tr>
<tr>
<td></td>
<td>Non-worked related: 15 months of insurance pay.</td>
</tr>
<tr>
<td>Partially disabled</td>
<td>Work-related: 8 month of insurance pay.</td>
</tr>
<tr>
<td></td>
<td>Non-worked related: 6 months of insurance pay.</td>
</tr>
<tr>
<td><strong>Death benefits</strong></td>
<td></td>
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<tr>
<td>For 5 years starting from the insuree’s date of death</td>
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</tr>
<tr>
<td>1. Death certificate.</td>
<td></td>
</tr>
<tr>
<td>2. Proof of legal beneficiary</td>
<td></td>
</tr>
<tr>
<td>3. Household registration transcript for death of the insuree</td>
<td></td>
</tr>
<tr>
<td>4. Household registration transcript for the legal beneficiary's current place of household registration.</td>
<td></td>
</tr>
<tr>
<td>Wrk-related:</td>
<td>36 month of insurance pay.</td>
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<td></td>
<td></td>
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<tr>
<td>Non-work-related:</td>
<td>30 month of insurance pay.</td>
</tr>
<tr>
<td><strong>Personal childbirth subsidy</strong></td>
<td></td>
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<tr>
<td>Forfeited if not exercised within 10 years of the actual event</td>
<td></td>
</tr>
<tr>
<td>1. Birth certificate</td>
<td></td>
</tr>
<tr>
<td>2. Household registration transcript or household registry (photocopies must be clearly legible with all pages intact. It must also be signed by the insuree. 3. Photocopy of the passbook cover.</td>
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</tr>
<tr>
<td>Female civil servant or teacher insuree (Only available to female civil servants or teachers)</td>
<td>Based on the average insured salary for the 6 months prior to the month of the insured incident. For those who have been insured for less than 6 months, use the average insured salary for the actual number of months insured. 2 months of salary.</td>
</tr>
</tbody>
</table>

2. National Health Insurance:

(1) Legal basis: “National Health Insurance Act”.

(2) Insure upon arrival: Compulsory insurance. Coverage can also include dependents. The “National Health Insurance Enrollment Application for Category 1 Applicants” form should be filled out upon arrival. Please take note of the transfer time and dependents to avoid affecting the right to medical services.

(3) Withdrawal from insurance: If there is a change of insurance unit for dependents then fill out the “Application for withdrawal (transfer) from the National Health Insurance” form.

(4) Suspension and re-enrollment after traveling overseas:

If the insuree or their dependents have their national insurance suspended after being overseas for more than 6 months, they should apply for re-enrollment from the date of return every time they return to the country no matter how long they intend to stay. To suspend coverage again for traveling overseas, an application for suspension should be
made 3 months after re-enrollment. Those who return after less than 6 months overseas should cancel the suspension of insurance coverage and pay all insurance premiums outstanding from their time overseas.

(2) Living stipends and subsidies:

1. Legal basis: “Essential Benefits for Nationwide Public Service Employees”.

2. The various subsidies are detailed in the attached table:

<table>
<thead>
<tr>
<th>Category</th>
<th>Application Deadline</th>
<th>Required Documentation</th>
<th>Subsidy Criteria</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| Marriage subsidy          |                      | 1. Photocopy of household registry  
2. or household registration transcript  
(marriage registration must be completed on both) | 2 months of salary.       | 1. If both husband and wife are in the public service, the female shall apply to her unit for payment of childbirth subsidy from public employee insurance.  
2. If the spouse is the insuree of other social insurance schemes (except National Health Insurance) then the rules for that social insurance takes precedence. When applying for childbirth subsidy, if the amount given is less than the subsidy listed in this table then the male public employee may submit an application with supporting documentation for payment of the difference. |
| Childbirth subsidy        | Within 3 months of the event  
                        | 1. Birth certificate  
2. Photocopy of household registry | 2 months of salary.       |                                                                                                                                           |
| Funeral subsidy           |                      | 1. Death certificate.  
2. Household registration cancellation transcript  
3. Photocopy of the applicant’s household registry | Death of a parent or spouse  
5 months of salary  
Death of offspring  
3 months of salary |                                                                                                                                           |
| Offspring education subsidy | Starting from the enrollment date  
Within 3 months | Public and private senior high schools (vocational colleges) should include payment receipt.  
If payment was by wired transfer, include the original payment notice | As subsidy scale          | 1. The offspring of civil servants and teachers living with them in Taiwan, Penghu, Kinmen and Mazu who attended and complete government-accredited public and private educational institutions below the university/college level and above the elementary |
school level may apply for offspring education subsidy in accordance with the regulations.

2. Limited to the offspring of civil servants and employees who are unmarried, unemployed and depends on the applicant for support. When a civil servant or teacher applies for offspring educational subsidy, if their unmarried offspring are engaged in routine work and their average monthly income over the 6 months before the start of school (as reported in accordance with the Income Tax Act) exceeds the minimum wage, they are considered to be employed and may not apply for the subsidy.

3. Those who are already collective other financial assistance from the government or have received a full or partial waiver of tuition and miscellaneous expenses may not apply.

Service Unit: Division 2, Office of Personnel Affairs 2052, 2053

9. Pension Fund: [Not applicable to contract faculty members]

(1) Legal basis: “Act Governing the Retirement of School Faculty”

(2) Must be enrolled in the pension for length of service to be counted for retirement purposes.

(3) Transfer of previous service:

Those the following types of previous service after February 1, 1996, may apply within 3 months of their appointment taking affect to make supplementary contributions to the pension fund to transfer their previous service:

<table>
<thead>
<tr>
<th>Previous Service</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Previous service in a public enterprise.</td>
<td>1. Substitute teacher for unfilled opening, emergency teacher, probationary teacher [Must not be length of service not discounted from teaching practice for those qualified for the teacher certificate after October 11, 1999]</td>
</tr>
<tr>
<td>2. Previous service in a public service position.</td>
<td>1. Substitute teacher for unfilled opening, emergency teacher, probationary teacher [Must not be length of service not discounted from teaching practice for those qualified for the teacher certificate after October 11, 1999]</td>
</tr>
<tr>
<td></td>
<td>2. Substitute teacher for opening created by military service [Limited to those holding a teacher certificate in the topic being taught, and must not be length of service not discounted from teaching practice for those qualified for the teacher certificate after October 11, 1999]</td>
</tr>
</tbody>
</table>
|                  | 3. Previous service as guest professor or associate professor recruited under the “Guidelines for
## Previous Service

<table>
<thead>
<tr>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment of Foreign Talent by the National Science Council of the Executive Yuan (now the Ministry of Science and Technology), as well as previous service as guest professor and associate professor recruited under the “Ministry of Education Guidelines for Expanded Recruitment of Overseas Academics”.</td>
</tr>
<tr>
<td>4. Had previously served at full-time teacher at an overseas compatriot school accredited by the Overseas Community Affairs Council.</td>
</tr>
<tr>
<td>5. Personnel returning from the Straights Exchange Foundation.</td>
</tr>
<tr>
<td>6. Teaching experience of those accepted through an open selection process as a qualified teacher for elementary schools in remote regions from the period as part of the school’s formal faculty before receiving their teacher’s certificate for elementary school in remote regions.</td>
</tr>
</tbody>
</table>

### 3. Time from unpaid leave can count towards length of service.

| 1. Length of service from unpaid leave for national service (alternative service). |
| 2. Length of service from participation in foreign technical assistance groups and foreign aid personnel for the International Cooperation and Development Fund. |
| 3. Those who went on temporary transfer to an administrative agency without civil servant qualifications or did not pass Ministry of Civil Service review. |
| 4. Length of service as public servant who were placed on unpaid leave due to work requirements in accordance with the provisions of Article 3, paragraph 1, sub-paragraph 4 through to sub-paragraph 6 from the Regulations for Retaining Civil Service without Pay, and whose performance evaluation was processed in accordance with Article 2, paragraph 2 of the Enforcement Rules of Civil Service Performance Evaluation Act. |

### 4. Length of service in national service (alternative service) may offset time from university student training and military instruction courses during the period of national service.

| 1. Length of service from university student training offset by time on national service (alternative service). |
| 2. Length of service in national service (alternative service) before becoming a civil servant (political appointee) or educator. |
| 3. Civil servant (political appointee) and educators who took and passed military training courses at a senior high school (including senior vocational school) or higher institution, who were in military service on November 21, 2000, or completed their military service after that date, may offset their length of service in national or alternative service in accordance with Article 16 of the Conscription Act, and Article 52 of the Enforcement Act of Conscription Act. |


6. Length of service from unpaid leave approved for the undertaking of national service as a janitor or technician.

7. Length of service for which the pension was not collected after being elected as a town or city mayor.

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### 10. Retirement and Pension: [Not applicable to contract faculty members]

1. Legal basis: “Act Governing the Retirement of School Teachers and Staff” and its enforcement rules

2. Sub-regulations as shown in the attached table:

<table>
<thead>
<tr>
<th>Type of Retirement</th>
<th>Conditions of Retirement</th>
<th>Payment of Pensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applying for retirement</td>
<td>1. Those with over 5 years of service and have reached the age of 60. &lt;br&gt; 2. Those who have over 25 years of service.</td>
<td>1. Those with between 5 and 15 years of service: Lump-sum pension payment. &lt;br&gt; 2. Those with over 15 years of service may select one of the following options: &lt;br&gt; (1) Lump-sum payment. &lt;br&gt; (2) Monthly pension. &lt;br&gt; (3) Collect 1/2 of lump-sum payment, and 1/2 of monthly pension. &lt;br&gt; (4) Collect 1/3 of lump-sum payment, and 2/3 of monthly pension. &lt;br&gt; (5) Collect 1/4 of lump-sum payment, and 3/4 of monthly pension.</td>
</tr>
<tr>
<td>Grounds for immediate retirement</td>
<td>Those with over 5 years of service and has any one of the following conditions: &lt;br&gt; 1. Reached the age of 65. &lt;br&gt; 2. Those who are unable to perform their duties due to mental incapacitation or physical disability.</td>
<td></td>
</tr>
</tbody>
</table>
3. Consolation payment

(1) Legal basis: “Act Governing the Retirement of School Teachers and Staff” and its enforcement rules

(2) When retired personnel receiving a monthly pension dies, consolation payment will be made to their dependent. The sub-regulations are shown in the attached table:

<table>
<thead>
<tr>
<th>Consolation payment category</th>
<th>Eligibility, Scope and Precedence</th>
<th>Consolation Payment Scale</th>
<th>Deadline for Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lump sum consolation payment</td>
<td>The scope and precedence for bereave dependents applying for consolation payment as defined by Article 1138 of the Civil Code: “Heirs to the property other than the spouse come in the following order: (1) Lineal descendants by blood, (2) parents, (3) brothers and sisters, and (4) grandparents.”</td>
<td>1. Lump-sum consolation payment of six radix units: Each radix unit shall be double the base salary of current personnel on the same pay grade, and paid as a lump-sum. 2. Supplemental payment: If retired personnel on the monthly pension passes away, calculate the lump-sum pension payment he/she is entitled to based on length of service as well as the base salary of current personnel on the same pay grade. Deduct the amount of monthly pensions already collected and pay the difference.</td>
<td>The claim should be lodged with the school that they retired from within 5 years of the event.</td>
</tr>
<tr>
<td>Monthly consolation payment</td>
<td>If the dependent claiming the consolation payment is their parent, spouse or minor offspring (those who do not apply for a lump-sum payment may apply for monthly consolation payment)</td>
<td>The amount shall be 1/2 of the monthly pension originally collected.</td>
<td></td>
</tr>
</tbody>
</table>

(2) Death benefits:

1. Legal basis: “Statute Governing the Consolation Payment to Surviving Dependents at the Death of Teachers and School Staff” and its enforcement rules

2. Sub-regulations as shown in the attached table:

<table>
<thead>
<tr>
<th>Types of death benefits</th>
<th>Payment of death benefits</th>
<th>Radix calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Died of disease or accident</td>
<td>1. Those with less than 15 years of service:</td>
<td>Calculation is based on double the base salary of the faculty member’s final position. The amount of the annual consolation payment should be adjusted in line with base salary of current faculty members of the same pay grade.</td>
</tr>
<tr>
<td></td>
<td>(1) Lump-sum consolation payment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) Grant 1.5 radix units per year of service; if the remainder is less than 6 months, count as 1 radix unit. If more than 6 months then count as 1 year.</td>
<td></td>
</tr>
<tr>
<td>2. Died when performing duties</td>
<td>2. Those with over 15 years of service:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1) Annual consolation payment equal to 5 radix units.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) Lump-sum consolation payment equal to 15 unit, with an additional 0.5 radix units for every additional year of service. If the remainder is less than 6 months this is discounted. If more than 6 months count as 1 year. Maximum payment is capped at 25 radix units.</td>
<td></td>
</tr>
</tbody>
</table>

11. Faculty Members on Leave, Business Trips or Traveling Overseas: [Also applicable to contract faculty members]

The online application process should be completed before going on leave, business trip or overseas travel to avoid problems
(1) Leave application by faculty members:

1. Application process: For faculty members applying for leave, please go to the “Office of Personnel Services homepage” and open the “Online Attendance System (NSYSU Single-Sign On Portal)” (URL: https://sso.nsysu.edu.tw/) and fill out the “Faculty and Staff Leave Application Form” online for processing. The initial login account is the employee ID (all in upper case) and the password is the date of birth in 6 digits. Please change the password after login.

2. Leave summary:

<table>
<thead>
<tr>
<th>Category</th>
<th>Days</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special leave</td>
<td>7 days</td>
<td>1. Leave applications should be filled out in advance and the faculty member may not leave their post until the application is approved. In the event of illness or an emergency, a colleague or family member may make the application on their behalf.</td>
</tr>
<tr>
<td>Family leave</td>
<td>7 days</td>
<td>2. Leaving one’s post without applying for leave, failure to return at the end of the leave period, or using a fraudulent reason to apply for leave will all be considered to be absent without leave.</td>
</tr>
<tr>
<td>Sick leave</td>
<td>28 days</td>
<td>3. Special leave: Salary deductions will be applied if more than 7 days of leave are used.</td>
</tr>
<tr>
<td>Menstruation leave</td>
<td>1 day per month</td>
<td>4. Family leave: Counts towards special leave. Salary deductions will be applied if more than 7 days in total of leave are used.</td>
</tr>
<tr>
<td>Marriage leave</td>
<td>14 days</td>
<td>5. Sick leave: May apply for an extension in the event of serious illness that takes longer to recover from; extended sick leave is counted from the day of initial application for extension. Total length of sick leave within 2 academic years must not exceed 1 year.</td>
</tr>
<tr>
<td>Pre-maternity leave</td>
<td>8 days</td>
<td>6. Menstruation leave: Counts towards sick leave. Salary deductions will be applied if the given number of days of sick leave is exceeded.</td>
</tr>
<tr>
<td>Maternity leave</td>
<td>42 days</td>
<td>7. Marriage leave: May apply for a reasonable period based on actual requirements. This is however only valid within 1 month of the wedding.</td>
</tr>
<tr>
<td>Paternity leave</td>
<td>2 days</td>
<td>8. Funeral leave: May be applied for multiple times but should all be used within 100 days of death.</td>
</tr>
<tr>
<td>Bone marrow or organ donation leave</td>
<td>Leave will be granted depending on the actual requirements</td>
<td></td>
</tr>
<tr>
<td>Bereavement leave</td>
<td>15 days (Death of a parent or spouse) 10 days (Death of a step-parent, spouse’s parent, or offspring) 5 days (Death of a great-grand parent, grandparent, spouse’s grandparent, spouse’s step-parent, or siblings)</td>
<td></td>
</tr>
<tr>
<td>Miscarriage leave</td>
<td>42 days (miscarriage after 5 months of pregnancy) 21 days (miscarriage between 3-5 months (exclusive) of pregnancy) 14 days (miscarriage after less than 3 months of pregnancy)</td>
<td></td>
</tr>
<tr>
<td>Official leave</td>
<td>Leave will be granted depending on the actual requirements</td>
<td></td>
</tr>
</tbody>
</table>

(2) Faculty member going on business trip:

1. Application process: For faculty members applying for leave, please go to the “Office of Personnel Services homepage” and open the “Online Attendance System (NSYSU Single-Sign On Portal)” (URL: https://sso.nsysu.edu.tw/) and fill out the “Faculty and Staff Business Trip Application Form” online for processing.

2. Remarks
(1) The business trip application process should be completed before departure.

(2) University faculty members and staff going on business trips should complete the application process in accordance with the “Guidelines for Claiming of Domestic and Overseas Business Trip Expenses.” The claiming of business trip expenses should be completed no more than 15 days after the trip. Late claims will not be processed.

(3) Faculty member traveling overseas:

1. Application process: For faculty members traveling overseas for visiting relatives, tourism or conferences, they must go to the “Office of Personnel Services homepage” and open the “Online Attendance System (NSYSU Single-Sign On Portal)” (URL: https://sso.nsysu.edu.tw/) and fill out the “Faculty and Staff Overseas Travel Application Form” online for processing.

2. Approval principles for faculty members traveling overseas on official business:

   (1) Traveling overseas to attend international conferences, present papers, or conduct inspections:
   A. Those who included a letter of invitation or supporting documentation for the conference (the applicant should include the start and end time) and require the verification of expenses may be registered as “Official Business.”
   B. Those who included a letter of invitation or supporting documentation for the conference (the applicant should include the start and end time), satisfy the conditions for official leave, and do not require the verification of expenses may be registered as “Official Business.” If the travel expenses are sponsored by the inviting unit then a separate approval is required for determining the type of leave.

   (2) Application for overseas travel during “Sabbatical research by professor or associate professor”, or “Short-term overseas research project”:
   A. The Office of Personnel Service shall indicate “Sabbatical leave” or “Short-term research” period on the overseas travel application.
   B. During the aforementioned periods, the type of overseas travel leave and the attached documentation shall be dealt with in accordance with Principle (1).

(3) Those traveling overseas on grants provided under project commissioned by the Ministry of Science and Technology or other units:

   All those who included a letter of invitation or supporting documentation for the conference (including the list of subsidies approved by the commissioning unit; the applicant should include the start and end time) may be registered as “Official Business.”

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

3. Remarks
(1) The “Application for Overseas / Mainland China Trip by Faculty / Staff Members” should be filled out for all types of overseas travel and the relevant supporting documentation attached. Approval is required before they may travel overseas.

(2) Faculty members in administrative roles traveling to the Mainland region (excluding Hong Kong and Macau) must comply with the following regulations:

A. Senior Grade 11 or above:

   All tier-1 administrative heads, college deans, department heads, institute directors, and directors of tier-1 research centers traveling to the Mainland region (excluding Hong Kong and Macau) must also fill out the “Permit Application for Senior Civil Servants of Grade 11 or above Entering the Mainland Region” online. The leave application procedure should be completed up to 5 days before the date of departure so that the Office of Personnel Services can upload the application to the “Public Servant Traveling to the Mainland Application Platform” for approval by the National Immigration Agency of the Ministry of the Interior.

B. Senior Grade 10 or below:

   Faculty members who also hold tier-2 administrative positions traveling to the Mainland region (excluding Hong Kong and Macau) should first go to the Office of Personnel Services\Forms\Teachers and Researchers\Travel and Leave then download and fill out the “Permit Application for Senior Civil Servants below Grade 10 Entering the Mainland Region.” for the University’s reference and approval.

C. Upon returning to the country, the applicant should go to the Office of Personnel Services\Forms\Teachers and Researchers\Travel and Leave then download and fill out the “NSYSU Feedback Form for Personnel Returning from Mainland China.” The form should be forwarded to the Office of Personnel Services for compilation within one week of return to the country.

12. Withholding Tax for Salary Income, Speaking Fees, and Royalties and Tax Return Form:

1. Withholding tax scale for salary income, speaking fees and royalties

<table>
<thead>
<tr>
<th>Income category</th>
<th>Withholding tax rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicability</td>
<td></td>
</tr>
<tr>
<td>1. All individuals residing within the borders of R.O.C.</td>
<td>Individuals not residing within the borders of R.O.C. (Stayed for less than 183 days in total within the R.O.C. during the taxation year)</td>
</tr>
<tr>
<td>2. Those who have no place of residence in R.O.C. and stayed for at least 183 days in R.O.C.</td>
<td></td>
</tr>
</tbody>
</table>
Salary

1. Deduct the listed rate or 5% based on the total amount paid for the month.
2. For bonuses, stipends and subsidies are not part of the monthly salary or part-time income, 5% maybe deducted at the time of payment. If amount paid is less than $73,001 then it does not need to be withheld and does not count towards the total monthly payment for deduction purposes.

<table>
<thead>
<tr>
<th>Remuneration for speeches, lectures, published articles and royalties</th>
<th>10%</th>
<th>20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>※[Those whose taxable amount is less than $2,000 (inclusive) each time are exempt]</td>
<td>※[Those whose taxable amount is less than $5,000 (inclusive) each time are exempt]</td>
<td></td>
</tr>
</tbody>
</table>

2. R.O.C. and overseas residence reference table

<table>
<thead>
<tr>
<th>Days of residence in R.O.C.</th>
<th>Necessity of filing tax return on income derived from sources in R.O.C. upon departure</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| If less than 90 days, | No need to file tax return | 1. Tax on income in R.O.C. Shall be withheld at the source by the withholding agent.
2. Income in the non-withholding tax category should be reported before departure. |
| If more than 90 days but less than 183 days, | No need to file tax return | 1. Tax on income in R.O.C. Shall be withheld at the source by the withholding agent.
2. Income in the non-withholding tax category or compensation for services rendered in R.O.C. paid by overseas employers should be reported before departure. |
| Those who have resided in R.O.C. for at least 183 days and have not yet left the country | should submit their tax return for the previous between May 1 ~ May 31 of the following year. | 1. Location for filing tax returns and making tax payments:
Overseas compatriots whose place of residence is in Kaohsiung City should file their tax return with the Overseas Compatriot Section, Services Divisions of the National Taxation Bureau of Keelung at No. 148 Guangzhou 1st St. in Lingya District, Kaohsiung City.
2. When filing the tax return, please bring all documentation relating to residence and income such as passport, residence permit, withholding certificate, divided statement, and proof of income received from overseas for services rendered in R.O.C, etc. |
| Those who have resided in R.O.C. for at least 183 days but left the country during the year | should file their tax return one week before their departure. | |

Service Unit: Payroll & Cashier Division, Office of General Affairs 2324

13. Guidelines for Expenditures and Reimbursements

I. Online application procedure for expenditures and reimbursement

1. All expenditures and reimbursements must go through the online application process at the Office of Account homepage (http://acc.nsysu.edu.tw) →Online Requisition (can use either requisition servers (1) or (2)).

2. An reimbursement verification system is now enforced at the direction of the university president. Applicants for funding must first be certified through attending the Office of
Accounting seminar on funding claims before they may access the online requisition system to make funding claim applications.

3. Please read through the online requisition seminar materials before accessing the system for a brief introduction to the operating procedures and functions.

4. After using the user ID and password to log into the system for the first time, please use the Auxiliary Services to change the password.

5. Introduction to the online requisition process:
   (1) Upon entering the system, please click on the gray Project Requisition Query at the top then click on Create Requisition, tick the Requisition Type and enter the purpose description. Next, edit funds and select the project ID, fund purpose and category before entering the amount, edit item name, recipient (vendor) and other related details. Click on Save when done. Once the new requisition has been created, print the requisition form and related documents for submission.
   (2) To change or delete a requisition order that has not yet been reviewed by the Office of Accounting, go to Requisition Management, select the requisition order number then perform the edit/delete operation.

6. The online requisition system is the account stated for each unit or project. Please ask the processing personnel to enter all the details as well as review the requisitions, reimbursements and expenditures to keep track of all progress.

7. Seminars on reimbursements and online requisitions are hosted by the Office of Accounting around March ~ April as well as September ~ October each year. New faculty members are welcome to attend.

Service Unit: 3rd Division, Office of Accounting 2083

II. Common Funding Claim Guidelines

1. Funding claim principles
   (1) All personnel should respect the law and follow the good faith principle in processing funding claims. They must also take responsibility for ensuring the truthfulness of the proof of payments submitted, and will be held liable for any inaccuracies. If the proof of payment was downloaded and printed from the Internet then it should be signed by the responsible personnel.
   (2) The receipt, invoice or documents that can serve as proof of payment should be provided when processing claims,
   (3) Under the reimbursement certification system, those without the proper certification may not administer the claims process. Certification can be acquired by attending the funding claim
seminar hosted by the Office of Accounting. Related information is published on the Office of Accounting web page for reference.

2. Expenditures
(1) Purchases under $100,000 do not in principle need a expenditure application form. The purchase can be made and claimed directly. Funds over $10,000 should in principle be paid directly to the vendor. If advance payment was necessary then fill out the “Repayment of Advance Payment Approval Form” and submit a claim. Those under $10,000 shall be paid directly out of the petty cash.

(2) Regulations require an expenditure application form to be filled out for purchases over $10,000. Purchasing shall be administered by the Office of General Affairs in accordance with the Procurement Act.

(3) If an user unit was given the authority to manage purchases over $100,000 by itself, the tender opening record, acceptance record, acceptance of purchased asset form, and proof of reimbursement receipt must still be approved by the responsible units (such as the Administration Services Division and Facilities Management division) in accordance with procedure.

(4) Purchases that can be completed in one transaction may not be broken down into multiple lots.

(5) Consistent product names, specifications and quantities should be used throughout the expenditure application form, quotation, acceptance form and invoice.

(6) The vendor should be asked to include the full name of the University, date of quote and detailed specifications on the quotation.

3. Proof of expenditure
(1) Uniform invoice
1. The uniform invoice should contain the following items: Business name, their universal business number, product name and quantity, unit price.
2. If there are any of the above is unclear then ask for a correction to be made. If a correction is impossible, ask the responsible person to write down the details and sign for its accuracy.
3. The buyer on the uniform invoice (or receipt) must be “National Sun Yat-sen University, UBN: 76311194.”
4. If the uniform invoice only shows the stock number then the responsible person should include the product name and sign for its accuracy; if the purchasing details and product names
5. Duplicate and triplicate uniform invoices must be stamped with the “Uniform Invoice Seal” and the receipt submitted for reimbursement.
6. Electronic receipts downloaded and printed by the organization itself must be signed by the responsible person.
7. For printed electronic invoices, the invoice or expenditure application documentation should be annotated with the invoice number in case it becomes blurred.
(2) Receipts
1. Merchant receipts should include the following details: receipt name, buyer title, date of issue, product name, quantity, unit price, total price (amount), the total in Chinese upper case, merchant seal, store address (if not shown in merchant seal) for-profit business registration number (if not shown in merchant seal).
2. Where the amount of the receipt affects personal income tax, a receiving list should be filled out by type of expenditure, and tax withheld in accordance with the relevant rates.

(3) Documentation not available
Organizations applying for payment of funds should require receipts and uniform invoices. If these could not be acquired due to special circumstances, a proof of payment should be issued by the responsible person stating reason for non-availability. This can then be used to apply for funds.

(4) Lost documentation
If the receipt or invoice was lost, then a copy identical to the original stamped with the merchant seal or some other suitable documentation should be provided. These should be annotated with the reason for non-availability of the originals and signed by the responsible person.

(5) Documentation that can't be used for claims
1. “Shipping Order” and “Quotation” are not proofs of payment and can't be used for claims.
2. Proof of purchase for product and book vouchers are not ultimate consumption so can't be used for claims. Only purchases where an invoice is issued at time of purchase can be claimed.

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

(7) Apportioning of funding
1. For payments apportioned across multiple projects or categories where the proof of payment cannot be partitioned, an “expenditure category apportioning table” should be attached.
2. For payments apportioned between multiple agencies, an “expenditure agency apportioning table” should be attached to the proof of payment and archived by the lead agency.
The other apportioning agencies should use the receipt and expenditure agency apportioning table issued by the lead agency for their claims.
(8) Definition of equipment funding and precautions

1. Expenditure on instrumentation or equipment worth more than $10,000 with a service life of more than 2 years (including machinery and equipment, transportation, freight and miscellaneous equipment). Classified books in the library collection shall still be processed in accordance with the relevant regulations; consumables and non-consumables with a service life of less than 2 years or a price less than $10,000 (such as IT consumables, USB drives, mobile hard drives, microphones etc.) should be listed under the relevant categories in accordance with the “Functional Classification and Enforcement Standard of Central Government Agencies.”

2. Miscellaneous additional expenditure associated with the one-time expenditure necessary for the acquisition of the asset. (e.g. If the additional expenditure is the reasonable and required cost of acquiring the asset for use, it should be listed under that asset in the capital expenditure category.)

3. In principle, current expenditures and capital expenditures can't be swapped during the year.

4. The expenditure and reimbursement deadlines for the capital category in 2016:
   - Public tenders (over $1 million) -- Complete the expenditure process before 8/1.
   - Procurements (under $1 million) -- Complete the expenditure process before 10/31.
   - Electronic procurements (any) -- Complete the expenditure process before 10/31.
   - Funding applications for contracts should be completed in accordance with the contract deadline. Those without contracts should be claimed before 11/30.
   - All budget allocations not used by the specified deadline will be recovered after the accounts are finalized on 11/1. All funds that have been authorized but not spend by the end of the year will be recovered as well and may not be retained.

(9) Other

1. The proof of expenditure receipt should be sorted by recipient and category. Attached receipts should in principle not exceed 5 sheets.

2. The University is a non-business organization so duplicate invoices are needed for making claims. If a computer triplicate invoice is provided, attach the deduction and receipt copies together for the claim.

3. If the reimbursement amount is less than the invoice or receipt amount, please indicate that the actual amount paid and have it signed by the responsible person.

4. The responsible person may not be the supervising or witness personnel.

5. Public funds that are not petty cash (i.e. Exceeds $10,000) must be paid directly to the vendor. Where the amount of asset purchase exceeds $10,000 and advance payment is necessary, then both domestic and overseas procurement cases must fill out a “Repayment of Advance Payment Form” and have it approved before the payment can be made to the person who made the advance payment instead.

6. Proof of purchase for stamps and postage should be addressed to the “National Sun Yat-sen University.”
7. If payment is for seal engraving, the receipt should be stamped with a sample of the seal.

8. Books are classified as assets. Please fill out an asset acquisition form and submit it to the Library and the Facilities Management Division for registration.

9. When claiming meal food expenses, please be sure to include in the purpose field the reason for the meal, time, and number of people. If non-University personnel are involved then include a list of their names. If a meeting runs into the meal time then lunch boxes may be provided by the unit. If the attendees are personnel from this unit then the cost per person should be $100 in principle. The daily limit shall be as defined in the “Management Measures and Improvement Plans for the Hosting of Conferences, Seminars, Training and Workshops by the Ministry of Education and Subordinate Agencies and Schools.”

10. Units processing reimbursements can pay them directly out of petty cash or transfer the payment directly to the account of the vendor or recipient. If paying by check then it should be addressed to the recipient. Payment via a third person is not recommended.

11. If proof of expenditure issued overseas or in Mainland China, Hong Kong and Macau does not completely satisfy the rules of these guidelines, then the relevant documentation can be provided in line with convention. An explanation should be annotated and signed by the applicant or responsible person.

12. Where the transaction was completed online and a uniform invoice must be acquired, proof of expenditure must be still be secured in accordance with the rules; where no uniform invoice is needed then an electronic proof of expenditure that contains sufficient details to prove that payment was made can be signed by the responsible person to support their claim.

13. Where the product name field of the invoice is receipt was filled out in a foreign language, please provide a Chinese translation. If the relevant documentation contains foreign language segments a Chinese abstract should also be provided.

14. The implementation of the “Regulation Governing the Issuance of Compensation Funds to Civil Servants Injured or Killed in the Line of Duty” means that agencies and schools may no longer purchase additional insurance for civil servants and educators, or provide duplicate insurance coverage. Insurance may only be purchased for attendees that aren’t covered by the above regulation.

4. Attendance fee, writing fee, review fee and hourly fee

(1) Hourly rates should specify the number of hours and be paid in accordance with the “Military, Civil and Teaching Staff Multi-duty Transportation and Seminar Hourly Fee Regulation.”

(2) Payment of attendance fees by each agency or school shall be limited to outside experts and experts invited by this agency or school to take part in important consultative conferences on policy or project matters. No attendance fees shall be paid for routine administrative meetings. The criteria for “important conferences on policy or project matters” shall be defined by each unit based on the nature of the meeting of being convened. Personnel from this agency or school
(including task forces) and representatives from invited units/schools who attend the meeting are not eligible for attendance fees.

(3) Personnel from the agency or school undertaking a subsidized/commissioned project who attend meetings related to the subsidized/commissioned project are not eligible for attendance fees.

(4) Attendance fee is capped at $2,000 per meeting and shall be paid by at the discretion of each agency or school based on the nature of the meeting.

(5) If those who are eligible to receive attendance fees are traveling from a distant location (more than 30km) then the agency or school inviting them may pay for their actual travel and accommodation expenses in accordance with the “Directions of the Domestic Travel Allowance Disbursement.” No reimbursement will be given for other additional miscellaneous expenses.

(6) Attendance fee is compensation for meeting attendance. Reviewer fee (a type of writing fee) is compensation for providing a written review opinion. The two are different in nature for attendance fees and reviewer fees can’t both be issued for attending the same meeting.

(7) If an agency needs to commission outside personnel or organizations to transcribe, translate or edit important business-related documentation, writing and editing fees may be paid in accordance with the rates set out in the “Regulations for Paying Attendance, Writing and Editing Fees of Central Government Agencies and Schools.” The word count (piece count), review project (category) name and rate should also be indicated. No writing and editing fees may be paid if the transcription, translation or editing was carried out by internal personnel even if authorized by the head of the agency, or whether it is part of the agency personnel’s scope of responsibility. Overtime fees may however be paid for rush jobs carried out outside of office hours.

(8) Please specify the topic, time and location for speaker fees. For hourly rates please specify the course, number of hours and rate. For writing and editing fees (based on word count) please specify the number of words and rate.

5. Domestic travel expenses

(1) Travel expenses: The actual cost of essential air, car, train, high speed rail, MRT and ship travel may be claimed. The ticket stub or proof of ticket purchase should be attached if travel was by air, high speed rail or ship. Those who traveled by air should also include the boarding pass stub.

(2) According to Article 5 of the “Directions of the Domestic Travel Allowance Disbursement”: “Claims for the cost of taxi travel in a region reachable by private bus services are now allowed except where it was an essential business requirement and authorized by the agency.” The approved business travel application should therefore specify the reason for taxi travel before a claim may be filed. Those who traveled by MRT should specify the start and end locations.

(3) Those who drove their own car may claim a travel allowance equal to the highest ticket class of private bus services on the same route. No additional claims may however be filed for fuel, road (bridge) toll, and parking. In the event of an accident, official funds may not be used to pay the repair costs or third-party compensation.

(4) The processing fee charged for train tickets sold through the post office fall into the miscellaneous expense category and can’t be claimed as a travel allowance alongside the ticket price.

(5) If the business trip made use of a travel package that includes accommodation and transportation
offered by a travel agency, original invoice/receipts from the travel agency can be used to make a
claim as long as they do not exceed the authorized total for accommodation and transport
expenses; the ticket stub or proof of ticket purchase should be attached if travel was by air, high
speed rail or ship. Those who traveled by air should also include the boarding pass stub.

(6) Under the “Directions of the Domestic Travel Allowance Disbursement” rules, transport and
accommodation expenses must be claimed separately for review purposes so the original receipts
must be provided by the travel agency. Please ask the travel agent to provide an itemized account
of the transport and accommodation expenses to facilitate reimbursement.

(7) Accommodation fees: If the destination of the business trip is located more than 60km from the
agency and actual accommodation was required then the cost can be claimed if it does not exceed
the authorized amount.

(8) Personnel of recommended appointment grade 9 with annual performance pay may make a claim
under allowance for selected appointment.

(9) Contract personnel may make a claim under the allowance for their original pay grade as defined
under “Domestic Travel Allowance Disbursement Scale for Civil Servants of Central
Government Agencies.” Employees, technicians, drivers and janitors may make a claim under
allowance for personnel below the grade of recommended appointment.

(10) Temporary personnel and part-time workers may not be submit claims for domestic travel
expenses. According to Letter Zhong-Liu No. 0930007895 issued on December 16, 2004, by the
Directorate-General of Budget, Accounting and Statistics, Executive Yuan, the travel subsidy for
students dispatched by agencies to represent their schools at events or competitions should be
based on the available finances and actual requirements but should in principle not exceed the
reimbursement standards for active technicians and janitors set out in the “Directions of the
Domestic Travel Allowance Disbursement.”

(11) Domestic travel allowances can be wired directly to each traveler's account with a financial or
depository institution. If a direct account transfer is not possible then then a “Repayment of
Advance Payment Approval Form” must be filled out and approved before the funds can be paid
directly to the person responsible for advance payment.

(12) Those who traveled on the high speed rail using a mobile phone ticket can download the proof of
ticket purchase from the Internet, or collect one from the counter when exiting the ticket gate. As
the online proof of purchase is printed by the person involved the claimant must take
responsibility for its truthfulness and sign their name before it can be used as proof of expense.

6. Overseas travel allowance

(1) Overseas travel allowances should be handled in accordance with rules of the “Management
Guidelines for the Dispatching Personnel on Overseas Business Trips by the Ministry of
Education, Subordinates Agencies and Schools.”

(2) Transport costs: For the airline ticket, please provide the ticket stub, electronic ticket, proof of
purchase for international airline ticket, original invoice from travel agency, or other
documentation sufficient as proof of ticket payment, as well as the boarding pass stub, photocopy
of passport that is sufficient as proof of overseas travel, or other proof of boarding issued by the
airline; as for other transport costs, those that are not covered by the Directions of the Domestic
Travel Allowance Disbursement should include the original receipts or original invoices from the travel agency.

(3) Living costs: Claims shall be based on the daily allowance for living expenses. 70% is for accommodation, 20% is for meals and 10% is for petty expenses (including urban trains, buses, MRT tickets, personal credit card processing fees, laundry fees and tips.) 30% of the daily allowance may be claimed for overnight stays on transportation and the day of return to the country.

(4) Administrative costs: Includes the processing fees (including passport fees, visa fees, foreign exchange fees and airport service fees) for personnel traveling overseas, insurance costs, administrative fees (registration fees that must be paid for performing official duties overseas), gifts, socialization costs and miscellaneous costs.

(5) If personnel traveling overseas business did not exchange their currency before departure, the business travel allowance should be based on the spot sell price for the US dollar set by the Bank of Taiwan the day before their departure (or the next working day if it is a holiday) when the claim is being processed. If a registration fee must be paid before departure however then the exchange rate on the day of the actual payment can be used for processing the claim. If the fee was paid by credit card then the exchange rate used by the credit card can be used for processing the claim.

(6) Personnel who went on a business trip should compile an itemized account off travel costs within 15 days of returning to work. The business trip application form and proof of purchases as required by the rules of the “Directions of the Domestic Travel Allowance Disbursement” should also be submitted. Those who traveled by a foreign carrier should also include an approved “Application by Personnel Traveling Overseas on Business for Travel by Foreign Carrier.”

(7) The class of transportation to be used by personnel on business trips shall be governed by the following regulations:

1. Deputy ministers, ambassadors, overseas representatives, consuls, other specially appointed personnel, or personnel above selected appointment grade 12 receiving full management stipends for that grade may travel by Business or an equivalent class.
2. All remaining personnel may travel by Economy (Standard) class.

(8) The original receipt is required for claiming of insurance costs (original invoices from travel agencies are not sufficient).

(9) Personnel traveling overseas on business purchasing comprehensive insurance should comply with the rules of the Government Procurement Act. MSIG-Mingtai Insurance Co., Ltd. is the designated insurance company from May 1, 2016, through to April 30, 2017, and the maximum insurance policy is NT$4,000,000. Coverage consists of 6 items, these being death by accident, disabled by accident, accidental injury insurance, air travel, hospitalization due to illness, and terrorism (for the Middle-East, El Salvador, Guatemala and other regions where risk of war necessitates terrorism insurance).

7. Hosting of conferences, training seminars and symposiums

(1) Costs of hosting conferences, training seminars and symposiums: Please follow the “Management
Rules and Improvement Plans for the Hosting of Conferences, Training Seminars and Symposia by the Ministry of Education and Subordinate Agencies and Schools.”

(2) Subordinate agencies that need to host large-scale conferences, seminars, training and symposiums at outside venues should apply for approval and follow the “Management Rules and Improvement Plans for the Hosting of Conferences, Training Seminars and Symposia by the Ministry of Education and Subordinate Agencies and Schools” for venue selection and allocation of funding.

(3) Agencies hosting ordinary conferences, seminars, training and symposiums should give preference to public venues in order to conserve funding.

(4) No meals should in principle be provided at agency conferences. If the conference runs into the meal time or outside experts, academics or guests are invited, or if the conference is of a special nature, then snacks, fruit or meal boxes can be provided if necessary based on the budget available.

(5) No funds may be allocated for the hiring of singer and bands, or for souvenirs, gifts or promotional materials. Exceptions include the prizes to be awarded, and gifts to be presented to foreign guests in accordance with international etiquette.

(6) Personnel attending conferences, seminars, training and symposiums may not bring their dependents.

8. Disbursement scale for inviting foreigners on short visits to Taiwan:
   Disbursement shall be based on the table of Payment for the Foreign Consultants, Professionals, and Scholars during Working in Taiwan and the Ministry of Science and Technology Guidelines for Inviting Consultants, Visiting Specialists, and Scholars. Their compensation already includes remuneration and living costs so no additional speaking fees, consulting fees, reviewer fees, consulting fees and living costs shall be paid.

9. Other related regulations can be found at the Office of Accounting homepage (http://acc.nsysu.edu.tw).

Service Unit: 2nd Division, Office of Accounting 2077

III. Ministry of Science and Technology Project Funding

(Legal basis: “Ministry of Science and Technology-funded Research Project Funding Guidelines” etc.)

1. In addition to the Common Funding Claim Guidelines, particular attention should be paid to the following matters during project execution:

   (1) Rules on subsidized topical research projects:

   1. Ministry of Science and Technology-funded Research Project Funding Guidelines"
2. Funding Principles for Ministry of Science and Technology-funded Research Projects
3. Rules about hiring MOST research assistants
4. Research project subsidy contract and letter of agreement
5. Other related Ministry of Science and Technology regulations

(2) Funding provided by the Ministry of Science and Technology (MoST) (including management fees) may not be used towards the following expenses:
1. Expenditure not related to the research project or outside of the execution period.
2. Advance payments for anything unrelated to MoST subsidies.
3. Purchase of land or any materials and existing equipment already in the inventory of the execution agency.
4. Consolation payments or gifts.
5. Socialization costs (except to pay for meals provided where meetings hosted by the project run into meal times), fines, monetary gifts, donations and all private vehicles.
6. The building, purchase or leasing of vehicles and houses, or the maintenance and repair of buildings and furniture.

(3) Personnel not related to the project may not make claims for expenses through the project. This includes travel expenses, symposium registration fees, accident insurance etc.

(4) When symposiums or presentation of results are hosted for MoST-funded research projects (including individual and integrated projects), the principal investigator, co-leader, related personnel and agency personnel may not apply for attendance fees, review fees, work fees, hosting fees, referral fees, consulting fees, assessment fees or paper publishing fees (Ministry of Science and Technology, Tai-Hui-Zhong-Er Letter No. 0970051300, August 7, 2008)

(5) If the MoST approved a partial transfer of funding for execution by the agency of the project co-leader, the co-leader and all personnel within their agency may not collect attendance fees or review fees from the transferred project funding (Ministry of Science and Technology, Tai-Hui-Zhong-Er Letter No. 0990090265, December 21, 2010)

(6) For survey fees, review and writing fees, in addition to a receipt from the recipient the payment scale should also be included. Writing fees should be processed in accordance with the “Regulations for Paying Attendance, Writing and Editing Fees of Central Government Agencies and Schools.”

(7) Claims for international telephone call costs should specify the calling parties, reason for call and its direct link to project execution.

(8) Purchasing of financial or labor services should be handled in accordance with the Procurement Act or regulations related science and technology procurement. Breaking procurements down into multiple lots to bypass the procurement access is prohibited.

(9) In accordance with the “Payment for the Foreign Consultants, Professionals, and Scholars during Working in Taiwan” rules, living costs are calculated in days starting from the day that the foreign consultant, professional or scholar arrived in Taiwan, and ending on the day of their departure from Taiwan.

(10) Full (Part) time assistants and temporary workers:
1. Full-time assistant: Must work full-time for the research project and may not also work part-time in other project roles. Except for in-service Master program or in-service Bachelor program students working full-time in the research project, current employees and students may not serve as full-time assistants.

2. Part-time assistant: (1) may only employ post-graduate and graduate research students related to the nature of the project as research student assistants; (2) may only employ undergraduate or specialist students related to the nature of the project as undergraduate student assistants; (3) if personnel from the University or other agencies’ establishment is to be employed as a lecturer or teaching assistant then they must be necessary to the project.

3. Those who are already a full-time assistant in a MoST research project may not be appointed as a temporary worker.

4. If a new research student has not yet registered and so their student status is not available for determining whether their project participation is for study or for work, the project they wish to join may employ them as a temporary worker.

5. Mainland students may not be employed as project assistants, part-time assistants or temporary workers. Nor may financial assistance or scholarships be paid to Mainland students from the project grant (including management fees).

6. Compensation for part-time assistants employed by MoST-funded research projects may not exceed the following scale:

   (1) Ph.D. Program: Approved candidates may not exceed $34,000; potential candidates may not exceed $30,000; (2) Graduate student: No more than $10,000; (3) Undergraduate student: No more than $6,000.

7. Temporary workers shall submit a “Work Log” when collecting their pay. The pay scale should also be indicated.

(11) Additional subsidies, change of expenditure purpose, and transfer of funds

For subsidy items that were not originally approved (business costs, research equipment costs, overseas travel allowance) but have now been found to be necessary during project execution, the executing agency should first apply for MoST approval on their inclusion. The required funding can then be transferred from other subsidy items. Additional funding for research equipment less than $50,000 in total can however go through the executing agency's internal administrative procedure and does not have to be reported to the MoST.

If a change to expenditures within the same subsidy category are determined to be necessary during project execution, the execution agency, it may be changed directly through the agency’s own internal administrative procedure and the required funds adjusted within the subsidy category. Any funds leftover from project funds approved for post-graduate researchers may not
be used for other purposes.

For those applying for a change to equipment costs under the previous rule, if the change is for equipment with a unit price in excess of NT$500,000 then this must be registered online with the MoST.

The execution agency should compile all changes to expenditure purpose and funding in the project under the two rules above at the end of the project and submit the summary to the MoST for reference.

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

If the total amount of research equipment funding after the transfer of incoming funds is less than $50,000 in total, it may be processed through the executing agency's internal administrative procedure and does not have to be reported to the MoST.

Funding from other subsidy categories may not be transferred into management fees. The transfer of funding is limited to within the same research project. No funds may be transferred between different research projects.

(12) Personnel assigned to attending an international academic conference to present a research paper, delivery or speech or chair the conference may be unable to attend due to circumstances. If they had already paid the registration fee or commissioned a travel agency to arrange their overseas travel and is therefore liable for compensation on travel expenses, if the matter is not the fault of the personnel in question then they can apply through the school’s internal process for approval on payment out of the project’s overseas travel allowance category (MoST Ke-Bu-Zhong Letter No. 1040065531, September 11, 2015)

(13) If personnel traveling overseas have already received other MoST funding for the same reason (e.g. Project subsidies for overseas travel received in accordance with Directions governing MoST subsidies for domestic scholars attending international conferences, Directions governing subsidies for groups attending the conferences of international academic societies, Directions governing subsidies for domestic research students attending international conferences, Directors
for subsidy of short-term overseas research by scientists and specialists, Directions for subsidy of mission-oriented overseas team research projects, or Directions for subsidy of cross-strait scientific and academic conferences.... Etc.) then a separate claim for overseas funding may not be made in the MoST research project plan. (MoST Tai-Hui-Zhong-Er Letter No. 1010063125, September 18, 2012)

(14) Funding summary:
1. Please include (1) MoST Research Project Closure Notice; (2) Project Operating Statement x 3 copies (register online through MoST academic research service network); (3) Summary of Changes to Expenditure Purpose x 2 copies; (4) Assistant Personnel (part-time assistants and temporary workers) Employment Form. If the employed is not a student at the University then please include student ID documentation. If the employed is a lecturer, assistant (or equivalent) then please include photocopies of documentation such as the lecturer certificate, teaching assistant certificate, or letter of documentation; (5) Budget approval form; (6) Project Application.
2. The funding summary and research report must be submitted 3 months after the project period. Any leftover or unused funds from each research project that must be returned should also be returned at the same time (MoST Tai-Hui-Zhong-Er Letter No. 1010039063, June 19, 2012, MoST Tai-Hui-Zhong-Er Letter No. 1020035470, June 11, 2013); if funding summary is not completed within the given time, no more projects will be approved for the principal investigator before the current project is closed; those that fail to achieve closure one year beyond the project period will have the project subsidy deducted from future project funds. This will be treated as the return of funds from the outstanding project, and the outstanding project will be closed. (MoST Tai-Hui-Zhong-Er Letter No. 1000034115, May 23, 2011, MoST Tai-Hui-Zhong-Er Letter No. 1010079855A, December 6, 2012).

(15) Flexible spending account (MoST Tai-Hui-Zhong-Er Letter No. 1010071206, October 26, 2012)
1. Applies in principle to all research-oriented projects and can be included by the MoST based on consideration of each project’s attributes. A flexible spending account will be automatically authorized to eligible projects but does not apply if not listed on the approved list.
2. The cap is 2% of each project’s total annual funding and no more than $25,000. No further adjustments will be made if additional funding was given (or taken away) during the project period.
3. Purpose of expenditure:
   (1) Flexibility in purpose of expenditure is for project-related transportation, dining receptions and gifts for foreign visitors, or international exchanges. Any items involving current regulations for which standard rules have been set by the Executive Yuan shall be bound by such rules unless an exemption applies (reference URL: ...
(2) Costs involved in dining receptions and gifts for foreign visitors are not bound by Article 4, paragraph 4, and Article 5 of the Funding Principles for MoST-funded Research Projects.

(3) In the exemptions from Executive Yuan rules, the recruitment of foreign experts and academics shall list the difference between the actual expenditure and the standard set by the Executive Yuan. Total expenditure under all categories shall be listed under the flexible spending account.

4. Please select “Operating expenses (flexible account) when claiming expenses during online requisition. “Claim under flexible spending account” should also be indicated in the Purpose field.

5. The original documentation for expenditures should still be attached in accordance with the Management Guidelines for the Disposal of Expenditure Vouchers for verification purposes. The principal investigator shall take responsibility for its accuracy.

6. May only be used during the project period. Unused credit will not be retained at the end of the project.

7. May not be transferred for the use of another agency.

(16) New regulations governing multi-year projects

1. The entire project will only have 1 project ID throughout its lifetime (the last 3 digits in the project ID for 3-year projects will be MY3 for example). All project funding before project closure can still be used before the end of the project period. If additional funding is needed in the 2nd or 3rd year of the project, an application may be submitted to the MoST once the project commences for that year.

2. During the execution of a multi-year project, if the principal investigator wishes to draw on the funding items from the 2nd or 3rd year of the project before they are due, the approval of the University is required before adjustments can be made to the allocated funding.

3. Calculation of funding transfer (incoming or outgoing) percentages in multi-year research projects is based on the total amount approved for each subsidy category (operating costs, research equipment costs) for the entire project.

4. When funds are released for the 2nd and 3rd year of the project, the execution agency should examine the expenditure percentage (actual amount spent/amount released) of each project’s released funding. Project expenditure percentage must exceed 70% or the reason for not reaching 70% has been accepted by the MoST for next year’s funding to be released. When the execution agency applies for the release of the 1st tranche of funds for the 2nd and 3rd year of the project, it must attach a detailed summary of how previously released funding in each project was used in its application to the MoST.
2. Compilation of common errors in on-site audits of expenditure vouchers for MoST-funded research projects

(1) The name of the product on some of the invoices does not match what was actually purchased. This constitutes false claiming of expenses.

(2) Some of the uniform invoices from product purchases are not in chronological order. This does not comply with the Regulations Governing the Use of Uniform Invoices.

(3) Claims under categories that fall outside of project subsidies, claim for general management costs or expenditure outside of the execution period.

(4) Some of the purchasing failed to comply with the Procurement Act or related scientific procurement regulations.

(5) Purchasing of research equipment not approved for the project, failure to follow the administrative procedure to gain approval for change of research equipment purchases, or the concentration of purchases around the end of the project period.

(6) Claiming of travel expenses for personnel not related to the project, and failure to claim travel expenses in accordance with the Directions of the Domestic Travel Allowance Disbursement and Directions of the Overseas Travel Allowance Disbursement.

(7) Purchasing large quantities of DIY computer components under the operational expenses category. This raises suspicions of bypassing asset management.

(8) Failure to follow MoST regulations in the hiring of assistant personnel and paying excessive compensation to assistant personnel.

(9) Management expenses does not comply with the relevant government regulations.

(10) Not including the relevant vouchers in the funding summary in accordance with the “Management Guidelines for The Disposal of Expenditure Voucher.”

(11) Failure to travel by the national carrier on overseas travel and flying by a foreign carrier without approval from the head of the agency.

IV. Precautions on Funding Summaries for non-MoST Industrial-Academic Research Projects

In addition to the Common Funding Claim Guidelines, particular attention should paid to the following matters during the execution of commissioned (entrusted) projects:

1. The original proofs of expenditure for commissioned (entrusted) projects should all be listed under the industrial-academic cooperation of the University Fund regardless of whether they need to be sent to the commissioning agency or not.

2. The budget and execution period for commissioned (entrusted) projects shall be governed by the terms
of the contract.

3. The unit undertaking the commission must read carefully through the commission correspondence or contract terms to avoid funding cuts or penalties.

4. Once the budget for a commissioned (entrusted) project has been approved the commissioning unit, expenditures should comply with the approved categories. If a transfer of funding is necessary during the project period then comply with the transfer process and proportions set by the commissioning unit.

5. The auditing of commissioned (entrusted) projects’ income and expenditures shall be governed by the terms of the commissioning unit or contract. The above rules governing common guidelines for funding expenditure and summary reports shall apply unless otherwise specified.

6. Commissioned (entrusted) projects may not be used for the following expenditures:
   (1) Expenditure that does not match the project budget.
   (2) Purchase of existing equipment or materials already in the inventory of the project execution unit.
   (3) Socialization costs, monetary gifts, donations, fines, loan interest payments and all kinds of private expenses.

7. The procurement procedure for commissioned (entrusted) projects should follow the rules set out by the Government Procurement Act and its sub-laws.

8. The accounting reports required for the execution of commissioned (entrusted) projects should follow the format specified in their contracts.

9. For rules relating to the execution of commissioned (entrusted) projects, please refer to the “NSYSU Key Points of Operations on Non-MoST Industry-Academia Collaboration Plan” (can be downloaded from the Office of Industrial Cooperation and Continuing Education Affairs homepage).

10. The procedure for setting up commissioned (entrusted) projects can be found under the Accounting Rules for Non-MoST Industry-Academia Collaboration in the “NSYSU Budgeting and Accounting Operations Standard Operating Procedure (SOP) Handbook”).

14. Science and Research Procurement

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

Science and research procurement URL:
http://admin-support.oga.nsysu.edu.tw/files/11-1042-10167.php

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

15. Support Enrollment Related Activities

1. Assistance with exam supervision and marketing as well as support for enrollment related activities by faculty members can count towards the counseling and service category of faculty evaluations in each academic year.

2. The University’s Master program admission exam, the general scholastic ability test commissioned by the College Entrance Examination Center, the Advanced Subjects Test and the Test of English Listening Comprehension are importance sources of student enrollments. The participation of numerous exam supervisors is needed. All full-time faculty members on the establishment are expected to serve as exam supervisors unless an exemption is granted on the grounds of ill health or other special circumstances. The full cooperation and support of the faculty is encouraged.

3. Please avoid participating in the examination activities such as exam setting, marking, review, interview and supervision if any one of the following situations apply:
   (1) A spouse or a relative by blood or marriage within the third degree is sitting the admission exam.
   (2) Where a financial relationship or other interests exists with certain students taking the exam that may affect the fairness of marking.
   (3) Those who teach in related tutoring classes.

服務單位：教務處招生組 2141
Service Unit: Admission and Testing Information Division, Office of Academic Affairs 2141

16. Mentor System

1. Purpose: 1st and 2nd year university students have just entered an important part of their learning career. In addition to their academic studies, students also need proper guidance from mentors in their lifestyle, emotional, club, inter-personal and career developments. We are very thankful to all mentors who provided students with guidance in the past, and new teachers are always welcome to join the mentoring ranks.

2. Mentor fees and teacher-student activity fees: The University's mentoring schemes pays mentoring fees to mentors based on the number of students they mentor. Undergraduate mentors (including degree programs): Each mentor is paid $850 per semester per student mentored. Graduate mentors (including degree programs): Each mentor is paid $550 per graduate student each semester. College and institute mentors: Mentoring fees are paid based on the number of actual students mentored. Head
of department mentors: Mentoring activity fees are paid based on pay grade with two hours per week, and 18 weeks per semester. Each mentor should in principle not mentor more than 30 students per semester. Mentors can also apply for “Mentor activity fees” ($110 per student per semester) and “Mentor workshop fees” to host teacher-student friendship activities.

3. Mentor Portfolio System: Mentors can also access the NSYSU Student Affairs Information System (URL: http://sis.nsysu.edu.tw) under the NSYSU Office of Student Affairs (mentor account is the national ID number, the password is the same as the one used for the NSYSU Single Sign-On Portal System”). Upon logging in, the mentor can click on “Student Roll Query” or “Mentored Student List” to provide real-time online counseling to students under their care. This helps to promote teacher-student interaction.

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

Service Unit: Counseling & Career Development Division, Office of Student Affairs 2231

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

1. Mentors shall acquire a sufficient understanding of students’ interests, hobbies, talents, attitude towards studying, and family backgrounds to support their mentoring of students.

2. Mentors shall assist students with course selection, participation in extra-curricular activities and future career development. They shall also help students cope with academic, lifestyle, relationship and psychological issues.

3. Apart from “Mentor Time”, mentors should use their free time to participate in their students’ travel, camping, touring, visiting, picnic, social, discussion, forum and social service activities, and provide guidance when necessary.

4. Mentors should speak to individual students at least two times each semester and note matters of interest in the “Student Affairs Information System.” If a student runs into serious difficulties, follow the “Counseling & Career Development Division Process for Collaboration with Mentors in Emergency Situations” and work with the office of Student Affairs to handle the case.

5. Attend case meetings for assigned students and related internal/external mentor meetings.

6. Mentors may apply to the Office of Student Affairs for students to be rewarded for excellence, or disciplined for serious violations.

7. Mentors should direct students to complete the “Student Mentoring Activity Report Form” after a student mentoring event is completed and submit them to the Counseling & Career Development
Division at the Office of Student Affairs for compilation.

8. Mentors should attend mentor competency workshops organized by the Ministry of Education or the University where possible to enhance their professional mentoring skills.

9. Other mentoring activities for protecting student rights.

Service Unit: Counseling & Career Development Division, Office of Student Affairs 2231

Incentives and Subsidies
1. Academic Research

(The following Office of Research and Development incentive and subsidy standards shall be in line with the latest regulations)

Application for Highlight Funding (Available for full-time faculty members only)

Under the NSYSU “Guidelines Governing Support for Academic Research Highlights”, new faculty members must be incoming faculty members whose appointment has been approved by the department (institute) and college faculty education committee. They must have also been allocated funding for books, instrumentation or other resources by the college or department (institute). The application must be completed between the day after their arrival, through to the University's second deadline for applications in the following year; subsidies for instrumentation/equipment and common resources (capital asset category) shall also be provided for faculty members recognized for research excellence, MoST high-valued instruments or common inter-faculty resources, large integrated research projects or the specialty research cluster program. Full-time NSYSU faculty members who are the principal investigator of industry-academic cooperation or technology transfer projects may apply for external grants or subsidies towards the operating expenses needed by the University for undertaking industry-academia cooperation or technology transfer projects (routine expense category). Interested applicants should read through the relevant application information provided in ORD web announcements as well the guidelines and applications attached to posts. Please take note of the application deadline (first week, of the semester, twice a year).

Service Unit: Division of Research Planning, Office of Research and Development 2606

Reward for Publication of Academic Journal Papers and Special Subject Books

(Limited to full-time faculty members who have not received an “outstanding teaching” (or higher) reward or students (first author)

This reward is distributed in accordance with the NSYSU “Guidelines Governing Rewards for Publication of Academic Journal Papers and Special Subject Books.” Full-time faculty members of the NSYSU, faculty who have not received a reward for outstanding teaching (or higher) during the year, jointly appointed external faculty members and students (Ph.D. Students must not have received research scholarship or assistance during the year) are eligible for the reward. The justification of the reward shall be academic research papers issued or published under the name of NSYSU in an academic journal in the previous year (SCIE, SSCI, AHCI, TSSCI, THCI Core), special subject books or monograms, or research papers published under the name of NSYSU (in any year) that was listed as a HiCi Paper in the previous year. The Office of Research and Development shall issue a request for confirmation around the end of August each year.
**Reward for Joint Publication of Academic Journal Papers and Special Subject Books with the Kaohsiung Medical University (Only open to full-time faculty members co-appointed by the NSYSU and KMU)**

In accordance with the “Guidelines Governing Rewards for Joint Publication of Academic Journal Papers and Special Subject Books with Kaohsiung Medical University”, this reward is distributed to full-time faculty members co-appointed by the NSYSU and KMU. The reward criteria is identical to the “Guidelines Governing Rewards for Publication of Academic Journal Papers and Special Subject Books” and the Office of Research and Development shall issue a request for confirmation around the end of August each year.

Service Unit: Division of Research Planning, Office of Research and Development 2606

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

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

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

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

**Top University Strategic Alliance Overseas Academic Collaboration Program (only open to full-time faculty members)**

To cultivate the outstanding talents in specialized fields needed for the future development of the R.O.C. and top international universities, the Top University Strategic Alliance (TUSA) selects talented people (researchers, educators, Ph.D. Researchers) for travel to top foreign universities for visits, advanced studies and participation in research projects. The initiative aims to enhance the tertiary education standards and national competitiveness of R.O.C. The program is carried out in accordance with correspondence issued by the Ministry of Education in the second half of each year. (Please visit the NSYSU Aim for the Top University Project webpage/Top University Strategic Alliance Candidates - read the “Top University Strategic Alliance Program of Selecting Teachers and Researchers for Visiting, Advanced Studies, and Research Participation.”

Service Unit: Aim for the Top University Plan Office 2664
Incentives for Outcomes Derived from the Shanhai Forum & UCSD Symposium (open to full-time faculty members only)

Please read carefully through the application criteria and rules attached to the notice sent by this Office. Please also take note of the deadline for applications. (Please visit the Office of Research and Development Website: Regulations and Forms/Shanhai and UCSD Incentive Program)/Read through the revised 2016 “Incentives for Outcomes Derived from the Shanhai Forum & UCSD Symposium”). This initiative is a trial program for 2016. Continuation in subsequent years will be based on funding and performance.

Service Unit: Global Academic Research Collaboration Center, Office of Research and Development 2612

Applications for Inter-University Research Projects between the NSYSU, KMU, NUK, NKMU, and NPUST (only open to full-time faculty members)

To encourage NSYSU faculty members to engage in inter-university research projects, the NSYSU and partner universities have allocated funding for subsidizing joint research projects involving members from both faculties. The Office of Research Planning shall issue a public request for research proposals at the end of each year based on the amount of University funding available. (Please visit the Office of Research and Development website: External/Internal Rewards/Internal Rewards/”NSYSU Guidelines for Joint Research Projects with Other Universities”).

Service Unit: Division of Project Promotion, Office of Research and Development 2615

Flexible Compensation for Recruitment and Retention of Special and Outstanding Talents (only open to full-time faculty members)

Please read carefully through the relevant regulations and application criteria provided on the Office of Research and Development website. (Please visit the Office of Research and Development website: External/Internal Rewards/Internal Rewards/”NSYSU Implementation Regulations for Recruitment and Retention of Special and Outstanding Talents.”) The reward categories and implementation units for these regulations are as follow:

1. Distinguished professors, exceptional teachers (teaching category) and outstanding teachers - Implementation unit: Teaching and Learning Development Center, Office of Academic Affairs (ext. 2167)

2. Chair professors, distinguished professors, and exceptional teachers (academic research category), distinguished young scholar, academic research award recipients, reward for
recruitment and retention of special and outstanding talents and new faculty members - Service unit: Division of Research Planning, Office of Research and Development (ext. 2605).

3. Distinguished professors and exceptional teachers (industry-academic cooperation category), and industry-academia research excellent recipient - Service Unit: Office of Industrial Collaboration and Continuing Education Affairs (ext. 2620).

Reward for Recruitment of Outstanding Domestic Scholars and New Faculty Members (only open to full-time faculty members)

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

Subsidies for Editing of English Research Papers by New Faculty Members

For new faculty members who submit research papers authored under the name of the NSYSU to the SCI, SSCI, or AHCI journal, if the paper was ranked in the top 40% for Impact Factory by the application deadline for academic activity subsidies, then they may apply for an editing subsidy for the English paper. The maximum subsidy for each paper is capped at 0.5 radix units. Please note the application deadlines (5/01 ~ 5/15, 10/01 ~ 10/15) given in the correspondence from this Office as well as the required materials. (Please visit the Office of Research and Development website to read through the “NSYSU Regulations Governing Subsidy for Academic Activities” as well as the related subsidy principles and precautions)

Research Paper Publication Subsidy

For SCI papers published in a journal under any subject category of JCR, research papers if the paper was ranked in the top 20% for Impact Factory by the application deadline for academic activity subsidies, then they may apply for a subsidy towards the “page charge” levied by the journal. The maximum subsidy for each paper is capped at 1.6 radix units. Please note the application deadlines (5/01 ~ 5/15, 10/01 ~ 10/15) given in the correspondence from this Office as well as the required materials. (Please visit the Office of Research and Development website to read through the “NSYSU Regulations Governing Subsidy for Academic Activities” as well as the
Travel Allowance for Overseas Conferences and Business Trips
Those whose applied to the MoST and other units but did not receive an external subsidy may make an application to the University. The maximum subsidy is capped at 3 radix units. Please note the application deadlines (5/01 ~ 5/15, 10/01 ~ 10/15) given in the correspondence from this Office as well as the required materials. (Please visit the Office of Research and Development website to read through the “NSYSU Regulations Governing Subsidy for Academic Activities” as well as the related subsidy principles and precautions)

Travel Allowance Subsidies for Sister Universities/International Academic Exchanges
Subsidies are provided for cooperation agreements signed with overseas academic units with the approval of the Office of International Affairs. The maximum subsidy is capped at 4 radix units. Please note the application deadlines (5/01 ~ 5/15, 10/01 ~ 10/15) given in the correspondence from this Office as well as the required materials. (Please visit the Office of Research and Development website to read through the “NSYSU Regulations Governing Subsidy for Academic Activities” as well as the related subsidy principles and precautions)

Subsidies for Academic Books
In accordance with the NSYSU “Guidelines for Book Publication Subsidies”, a request for drafts is sent out to faculty-members by this Office at the start of each semester. An application may be submitted for all writings that satisfy the criteria set in Article 3, Paragraph 1 of the subsidy guidelines “Scope of subsidies: Special subject books and annotation of classics (not including textbooks, translated works and collected papers) published under these guidelines are limited to previously unpublished works in Chinese or English that comply with the Copyright Act.” Approved applications will receive up to NT$10,000 in publication subsidies.

Encouraging Teachers to Apply for MoST Research Project Grants
In accordance with the University’s “Guidelines on Encouraging Teachers to Apply for Ministry of
Science and Technology Research Project Grants”, a notice is sent out by this Office in mid-October each year to all faculty members. Anyone who satisfies the criteria set out in Article 3 of the Guidelines may submit an application to their college (Center for General Education) before the given deadline. Each applicant may receive the subsidy up to two times. The amount of subsidy awarded to each person each time shall be capped at $60,000.

Service Unit: Division of Project Promotion, Office of Research and Development 2613

**Aim for the Top University Plan**

A total grant of approximately $900 million was awarded to the University for the period of April, 2014 through December, 2016, by the Ministry of Education under “The Aim for the Top University Plan.” Due to a tightening in government funding, actual funding will be decreased annual from the level of 2013 funding according to the following ratios: 85% ($340 million), 75% ($300 million) and 65% ($260 million). NSYSU plan website: http://b20.nsysu.edu.tw/bin/home.php The implementation organization for this plan is organized as follows: Teaching Excellence Team (Owner unit: Office of Academic Affairs), Research Excellence Team (Owner unit: Office of Research and Development), International Mobility Team (Owner unit: Office of International Affairs) and the Industry Collaboration Team (Owner unit: Office of Industrial Collaboration and Continuing Education Affairs).

This plan falls under the category of competitive funding so great importance is attached to academic and research performance. The Research Excellence Team encompasses two Ministry of Education approved research centers, these being the Asia-Pacific Ocean Research Center and the Electronic Commerce and Internet Society Research Center. It also includes 5 top research centers authorized by the University: Massive MIMO Antenna system Research Center, Medical Science and Technology Center, Center for Functional Crystalline and Non-Crystalline Complex, Centre for Humanities Innovation and Social Practices, and Multidisciplinary and Data Science Research Center.

Service Unit: Aim for the Top University Plan Office 2663, 2664, 2665

**Subsidy for Common Laboratory and Instrumentation Seminars (Workshops)**

To encourage the Common Laboratory to promote its instrumentation services, this Office notifies the Common Laboratory each year that a subsidy of up to NT$10,000 per session is available for instrumentation-related study activities. The scope of subsidy includes external instructor fees, temporary worker costs, printing costs, stationery costs, postage, food costs and meeting venue costs. The applicant unit should submit the application form, participants’ signatures, event posters or other event-related information to the Office of Research and Development within one month of
the event so their application for subsidies can be processed.

Joint Center for High Valued Instruments
The Center currently has 17 instruments available for outside use. Each instrument is installed in their corresponding department, institute, and center based on their nature. All have supervising professors and technicians assigned to provide technical consultation and instrument operation. Interested units or individuals are welcome to book their use in accordance with the MoST and relevant laboratory regulations; instrumentation information, terms of use and contact details are all posted on the dedicated webpage:
http://khvic.nsysu.edu.tw/khvic/

2. Applying for Ministry of Science and Technology Projects (See attached table for details)  ※Applications shall be governed by the latest regulations published on the MoST website)

MoST project: The project categories that new faculty members at the University can apply to the MoST (URL: http://www.most.gov.tw/) for include:
(1) Undergraduate research projects, (2) New personnel review-on-request projects, (3) New personnel topical research project, (4) General research projects. The details are provided in the table below:

<table>
<thead>
<tr>
<th>Project Category</th>
<th>Undergraduate student research projects</th>
<th>New personnel review-on-request projects (1 application only)</th>
<th>New personnel topical research projects (Within 5 years)</th>
<th>General topical research projects (More than 5 years)</th>
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<tr>
<th>Eligibility</th>
<th>NSYSU Application Deadline</th>
<th>Application Method</th>
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| ◎ Students: Second year (or higher) students who have a confirmed supervising professor for their research.  
◎ Supervising professor: Those who are qualified as principal investigators on MoST topical research project and willing to provide the student with research equipment (including instruments and books) and guidance for their research.  
◎ New or current personnel who satisfy the criteria but had not previously applied for a MoST research project may submit a research proposal for review-on-request within 3 years of their appointment or the conferral of Ph.D. Degree. This type of application may only be used once.  
◎ Those who had served previously as a principal investigator on a MoST project, taught or engaged in research work overseas for more than one year before being recruited to return to Taiwan and had not applied for a MoST research project since their return, may submit a research proposal for review-on-request within one year of their appointment date. This type of application may only be used once.  
◎ Please refer to Article 10 of the “MoST Guidelines of Research Project Funding.” | Early February  
(Actual application deadline shall be as announced by Office of Research and Development) | Please go to the MoST homepage’s “Academic Research Service Portal” / click on “Researcher and Student Login”, enter the account and password, then fill out and submit the application online.  
◎ Please go to the MoST homepage’s “Academic Research Service Portal” / click on “Create Account” / Register online as Research personnel, then apply for account and password.  
◎”Academic Research Service Portal” / select status as “Researcher and Student”; enter the account and password then log into “Topical Research Project” to fill out and submit application online. |
| | Late December  
(Actual application deadline shall be as announced by Office of Research and Development) | Please go to the MoST homepage’s “Academic Research Service Portal”/ select status as “Researcher and Student”, enter the account and password then log into “Topical Research Project” to fill out and submit application online. |
| | Late December  
(Actual application deadline shall be as announced by Office of Research and Development) | Please go to the MoST homepage’s “Academic Research Service Portal”/ select status as “Researcher and Student”, enter the account and password then log into “Topical Research Project” to fill out and submit application online. |

Those who had taught or engaged in research overseas on a full-time basis within the last five years, or those who became full-time teachers or researchers within five years of receiving their Ph.D. Degree, may apply for this project if they are qualified as principal investigators. Personnel who have more than five years of experience in total from full-time teaching or research are not considered to be new personnel.
3. General Notice Regarding Ministry of Science and Technology Research Projects (※The latest applications published on the MoST website shall apply)

(1) Those who need to attend overseas conferences should include this in their topical research project application if possible. In special circumstances (e.g. Attending an international editorial committee meeting, no topical research project was submitted, or the project application was not approved) an application may be made under the MoST “Directions governing MOST subsidies for domestic scholars attending international conferences.”

(2) Applications for change to project funding or extension to project period must be submitted during the project execution period; for multi-year research projects however an application to extend the project period can be submitted in its final year. Projects may be extended by up to one year except in special circumstances; no additional funding will be provided for the extended period.

(3) Multi-year topical research projects: A progress report must be submitted online through the MoST website each year two months before the end of each phase to facilitate review of project funding for the following year.

(4) Projects where the execution periods overlap by more than 3 months (including extensions approved by the MoST) should count towards in the principal investigator’s portfolio of MoST topical research projects unless it is specifically excluded from the general topical research project count by MoST rules.
(5) The principal investigator must submit electronic files for the research report and overseas insight report through the MoST website within 3 months of a research project being concluded: (for the research report format please refer to the MoST homepage / Academic Research / Topical Research Projects / Download Forms)

1. Except for sensitive research projects, all research reports should be made available for public inquiry. The publication of research that involves patents, other intellectual property, and unpublished papers may be deferred by no more than 2 years starting from the end of the project execution period. Exemptions may be made with the approval of the MoST.

2. Those who received funding for visits to Taiwan by foreign academics should submit a final report on the results of the visit.

3. Those who received funding for engaging in international cooperation, research abroad, overseas visits and inspection tours should submit an insight report, or the results from the joint overseas research.

4. Those who received funding to attend international academic conferences should submit an insight report, proof of paper being accepted for presentation at the conference, and the full text or abstract of the presented paper.

5. Those with Ph.D. researcher costs listed in the research manpower category of their topical research plan should submit a research work report.

(6) Please refer to the “MoST Guidelines of Research Project Funding” and “Funding Principles for Ministry of Science and Technology-funded Research Projects.”

Service Unit: Division of Project Promotion, Office of Research and Development 2613 / Center for Global Academic Collaboration 2612

4. Industry-Academia Research with Government and Non-Government Organizations

Application for Award of Excellence in Industry-Academia Collaboration (Only open to full-time faculty members)

The aim of these regulations is to reward outstanding NSYSU faculty members engaged in original innovation and industry-academic cooperation who convert research results into industry applications. Please refer to the information provided by this Office for the application criteria and procedure. Deadline of applications is the end of October each year. (Please visit the Office of Industry Collaboration and Continuing Education Affairs website: Regulations / Technology Transfer Center / University Regulations / “NSYSU Regulations for Outstanding Industry-Academia Collaboration Awards”)

Service Unit: Technology Transfer Center, Office of Industry Collaboration and Continuing Education Affairs 2621
**NSYSU Implementation Policy on Industry-Academia Incentives**

This policy is intended to encourage the active participation of NSYSU teachers and researchers in industry-academia collaboration to boost derivative incomes from intellectual property, enhance capabilities related to industry-academia collaboration, and realize the goal of multiplying the output from industry-academia collaboration set by the Aim for the Top University Plan; the application criteria and guidelines are as published by the Office of Industry Collaboration and Continuing Education Affairs. The deadline of applications is between March ~ May each year. (Please visit the Office of Industry Collaboration and Continuing Education Affairs website: Regulations / Industry-Academia Collaboration / University Regulations / NSYSU Implementation Policy on Industry-Academia Incentives)

Service Unit: Office of Industry Collaboration and Continuing Education Affairs 2623, 2628

**NSYSU Guidelines for Encouraging Teachers and Researchers to Apply for Industry-Academia Preliminary Research Project Funding**

These guidelines are intended to encourage the active participation of NSYSU teachers and researchers in industry-academia collaboration to boost the number of applicants for industry-academia collaboration projects, form innovative R&D teams for integration with emerging industries, and realize the goal of multiplying the output from industry-academia collaboration set by the Aim for the Top University Plan; the application criteria and guidelines are as published by the Office of Industry Collaboration and Continuing Education Affairs. The deadline of applications is between March ~ May each year. (Please visit the Office of Industry Collaboration and Continuing Education Affairs website: Regulations / Industry-Academia Collaboration / University Regulations / NSYSU Guidelines for Encouraging Teachers and Researchers to Apply for Industry-Academia Preliminary Research Project Funding)

Service Unit: Office of Industry Collaboration and Continuing Education Affairs 2623, 2628

1. Project bid (price negotiation)/application: The Office of Industry Collaboration and Continuing Education Affairs provides weekly updates on government tenders to faculty members in related fields. Please carefully through the “Notice to Tenderer” in each tender and follow the rules of the tendering unit in including the required documents, forms, and bid information. These should be stamped in accordance with University procedure and delivered by the given deadline. Where the listed management fees does not reach 20%, the principal investigator should fill out a “NSYSU Application for Reduction of Management Fees for Industry-Academia Collaboration Project” before submitting the bid or application for approval by the competent units.
2. Signing of project contract: For the signing of the contract between the two parties to industry-academia collaboration, the project should be signed by the University and the president, with the project-leader’s signature attached; the two parties should also agree to take responsibility for any infringements, compensation and litigation. The originals and copies of the contracts for industry-academia collaboration with government agencies should be retained by the University and the commissioning unit based on their respective requirements. The University shall retain 3 copies, with 1 original copy archived by the Office of Industry Collaboration and Continuing Education Affairs. The principal investigator and the Office of Accounting shall each retain 1 copy. The industry-academia collaboration project information form, processing form, agreement, self-checklist on important regulations governing project execution by faculty and staff should be filled out for the signing of the contract. Once these have been approved by the head of the department (institute), dean of the college or unit manager, they may be passed to the Office of Industry Collaboration and Continuing Education Affairs for the contract signing to be arranged. (Please visit the Office of Industry Collaboration and Continuing Education Affairs website: Download Forms / Industry-Academia Collaboration / Non-MoST)

3. Project claims for expenses, changes, extensions, and reports: Please fill out the industry-academia collaboration project processing form and forward it to the Office of Industry Collaboration and Continuing Education Affairs. The Office will then send out correspondence regarding the above matters.

For matters of great urgency, principal investigators are asked to contact the person-in-charge at the Office.

Service Unit: Office of Industry Collaboration and Continuing Education Affairs 2622, 2628

Non-Government Industry-Academia Collaboration Projects (only open to full-time faculty members, researchers, staff or approved principal investigators)

1. The Office of Industry Collaboration and Continuing Education Affairs is always on hand to process and assist faculty members with advice, matchmaking, coordination, contract formulation and other internal administrative processes related to industry-academia collaboration projects involving non-government organizations (businesses or legal persons). (Please visit the Office of Industry Collaboration and Continuing Education Affairs website: Download Forms / Industry-Academia Collaboration / Non-MoST)
2. **Project application**: Please include all of the required information and set the percentage of management fee in accordance with the rules of the University (management fee = 20% of execution funding; total funding = execution funding + management fee); if the management fee can’t be listed in full, the principal investigator should fill out a “NSYSU Application for Reduction of Management Fees for Industry-Academia Collaboration Project” and submit it to the competent units for approval.

3. **Signing of project contract**: For the signing of the contract between the two parties to industry-academia collaboration, the project should be signed by the University and the president, with the project-leader’s signature attached; the two parties should also agree to take responsibility for any infringements, compensation and litigation. The originals and copies of the contracts for industry-academia collaboration with non-government organizations should be retained by the University and the commissioning unit based on their respective requirements. The University shall retain 3 copies, with 1 original copy archived by the Office of Industry Collaboration and Continuing Education Affairs. The principal investigator and the Office of Accounting shall each retain 1 copy.

   The non-government industry-academia collaboration project information form, processing form, industry-academia collaboration project agreement, self-checklist on important regulations governing project execution by faculty and staff should be filled out along with the contract and other related information. Once these have been approved by the head of the department (institute), dean of the college or unit manager, they may be passed to the Office of Industry Collaboration and Continuing Education Affairs for the contract signing to be arranged. (Please visit the Office of Industry Collaboration and Continuing Education Affairs website: Download Forms / Industry-Academia Collaboration / Non-MoST)

4. **Project claims for expenses, changes, extensions, and reports**: Please fill out the industry-academia collaboration project processing form and forward it to the Office of Industry Collaboration and Continuing Education Affairs. The Office will then send out correspondence regarding the above matters.

   For matters of great urgency, principal investigators should contact the person-in-charge and follow proper procedures.

   Service Unit: Office of Industry Collaboration and Continuing Education Affairs 2622, 2628

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**MoST Industry-Academia Collaboration Research Project Applications (Leading Type) (Development Type) (Application Type) (Only open to full-time faculty members)**
Applications are submitted online and the annual application schedule is shown below. Actual schedule shall be as announced by the MoST. Application details are provided in the attached table.
1 application for the leading type is processed each year. Applications are open around January-February.
3 applications for the development type is processed each year. The first application period is between January-February, the second is between June ~ July, while the third is between September-October.
2 applications for the application type is processed each year. The first application period is between January-February, while the second is between June-July.

Service Unit: Office of Industry Collaboration and Continuing Education Affairs 2622, 2628

**Standard for Allocation of Management Fee in MoST Industry-Academia Collaboration Research Projects**

The management fee for MoST industry-academia collaboration research projects must be listed separately. The MoST component is governed by the MoST Guidelines for Research Project Funding; for the industry partner, the sum of the management fees for MoST and industry partner’s contributed funds should exceed 15% of the total MoST funding (excluding management fee).

Service Unit: Office of Industry Collaboration and Continuing Education Affairs 2622, 2628

**Conflict of Interest Rules for MoST Industry-Academia Collaboration Research Projects**

Applicants shall agree to and adhere strictly to the conflict of interest clause in Chapter 2, Article 6 of the “MoST Guidelines of Research Funding”:

1. The principal investigator or their affiliate had been been in an employment, commission, or agent relationship with the industry partner or its person-charge within the past three years.
2. The principal investigator or their affiliate had financial dealings with the industry partner or its person-charge involving prices or interest rates that aren't in line with normal transactions on the market within the past three years.
3. The principal investigator and the person-in-charge of the enterprise are related as spouses, or by blood or marriage within the third degree.
4. The principal investigator or their affiliate serves as a director, supervisor or manager in the industry partner. Those who are serving as a director or supervisor as the representative of government equity is exempt from this restriction.
The aforementioned affiliate includes the principal investigator's spouse, family members who they live with, relatives within the second degree, or trustees managing the assets under trust for the principal investigator or his/her spouse.

Where the principal investigator voluntarily discloses to the project execution organization his or her commissioning relationship with the enterprise within the previous three years as defined under Article 1, Paragraph 1, and where suitable controls have been imposed by the internal conflict of interest prevention mechanism of the project execution organization, a reasonable explanation must then be given to show that they are not applying for government resources on behalf of the business in order to secure improper direct or indirect benefits in order for a exemption to be granted on conflict of interest.

Service Unit: Office of Industry Collaboration and Continuing Education Affairs 2622, 2628

The types of industry-academia collaboration research projects that faculty members of the University can apply to the MoST (URL: http://www.most.gov.tw) for include: (1) Leading, (2) Development, (3) Application of Technology & Knowledge. These are detailed in the following table:

### Comparison of MoST Industry-Academia Collaboration Research Projects

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Leading Type</th>
<th>Development Type</th>
<th>Application of Technology and Knowledge Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>For the development of pioneering technology or knowledge that enhances the future competitiveness of the industry. This type of preliminary industry-academia collaboration research involves high-risk or requires long-term investment.</td>
<td>To assist the industry with the development innovative technologies for core applications. This includes industry-academia collaboration research involving joint innovation and development with the industry partner on specific technologies or products.</td>
<td>Industry-academia collaboration research aimed at cultivating the ability of personnel from the execution organization to engage in applied research that takes the needs of private enterprise into account while establishing new business models, improving business management, enhancing product's added value, or producing value-adding digital content applications.</td>
</tr>
<tr>
<td>Ownership of research outcomes and applications</td>
<td><strong>Technology transfer:</strong> Give precedence on technology transfer negotiations to decide upon the nature of authorization for up to 1 year after the end of the project.</td>
<td><strong>Payment of Preliminary Technology Transfer Fee:</strong> Payment of preliminary technology transfer fee: Must amount to at least 15% of the total project funding. This grants 7 years of right over the outcomes from the date that the technology transfer contract was signed.</td>
<td><strong>Payment of Preliminary Technology Transfer Fee:</strong> Must amount to at least 8% of the total project funding. This grants 3 years of right over the outcomes from the date that the technology transfer contract was signed.</td>
</tr>
<tr>
<td>Application method</td>
<td>1 application in 1 year</td>
<td>3 applications in 1 year</td>
<td>2 applications in 1 year</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Project Type</th>
<th>Leading Type</th>
<th>Development Type</th>
<th>Application of Technology and Knowledge Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announced processing time</td>
<td>January - February of each year</td>
<td>Phase 1: January - February of each year</td>
<td>Phase 1: January - February of each year</td>
</tr>
<tr>
<td>Project Execution [Time limit] Starting date</td>
<td>[Over 2 years] From January 1 through to May 31 of the following year</td>
<td>[Up to 3 years] Phase 1: From June 1 through to May 31 of the following year</td>
<td>[1 Year] Phase 1: From June 1 through to May 31 of the following year</td>
</tr>
</tbody>
</table>

**Subsidy Amount**

<table>
<thead>
<tr>
<th>Over $2 million</th>
<th>Over $1 million</th>
<th>No more than $1 million</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry partner contribution</td>
<td>Annual contribution should exceed 10% of the total project funding for that year</td>
<td>Annual contribution should exceed 20% of the total project funding for that year</td>
</tr>
<tr>
<td>If there are 2 or more industry partners, the contribution from each partner may not be less than 10% of the total project funding for that year. For integrated projects with 2 or more industry partners, the contribution from each partner may not be less than 10% of the total funding for the sub-project they are involved in for that year.</td>
<td>If there are 2 or more industry partners, the contribution from each partner may not be less than 10% of the total project funding for that year. For integrated projects with 2 or more industry partners, the contribution from each partner may not be less than 20% of the total funding for the sub-project they are involved in for that year.</td>
<td>If there are 2 or more industry partners, the contribution from each partner may not be less than 20% of the total project funding for that year. For integrated projects with 2 or more industry partners, the contribution from each partner may not be less than 20% of the total funding for the sub-project they are involved in for that year.</td>
</tr>
</tbody>
</table>

**Rules governing contributions from industry partners in the form of “assigned personnel and provided equipment”**

| 1. Industry partner contributions may count personnel and equipment provided to the project. | 1. Industry partner contributions may count personnel (but not those who have not paid preliminary technology transfer fees) and equipment provided to the project. | The industry partner may assign personnel and provide equipment to the project based on actual requirements. These however may not count towards their contribution percentage. |
| 2. Assigned researchers may not be paid out of the personnel costs funded by the MoST and industry partner. | 2. Assigned researchers may not be paid out of the personnel costs funded by the MoST and industry partner. | None |
| Total contributions under the above may amount to 40% of industry contribution. | Total contributions under the above may amount to 60% of contribution. | |

**Management fees**

The sum of the management fees for MoST and industry partner’s contributed funds should exceed 15% of the total MoST funding (excluding management fee).

**Application method Other information**

- Only online applications accepted. **only**
- Application documents:
  1. Industry-academia collaboration research application, master plan as well as the co-investigator’s personal profile, representative publications, patents or technical reports.
  2. Application for provided personnel or equipment to count towards the contribution percentage.
  3. Those applying for more than $5 million a year in total funding from the MoST, or where total project funding is more than $1 million should provide concrete planning on the management and use of the research outcomes.
  4. If there are more than 2 industry partners, please include written agreements that specify each industry partner’s contribution percentage, as well as rights and responsibilities.
  5. If the principal investigator applied for 2 or more industry-academia research projects in one year then their relative priorities should be indicated.
- For the component of the research outcomes derived from this industry-academia research project that belongs to MoST funding, under the Fundamental Science and Technology Act, Government Scientific and Technological Research and Development Results Ownership and Utilization Regulations and relevant regulations, shall all belong to the project execution organization unless it MoST decides to takes ownership. For the part that falls under the industry partner’s contributions, the project execution organization and the industry partner shall come to an agreement based on the relevant laws and regulations.

General Notice on MoST Industry-Academia Collaboration Research Projects

88
1. The industry partner in applications for MoST industry-academia collaboration research projects refers to sole-owned enterprises, partnerships and companies established in accordance with the relevant laws of the R.O.C., or for-profit enterprises operating within the borders of R.O.C. with the permission of the R.O.C. Government that are registered overseas. They should also in principle be a participant throughout the industry-academia research project.

2. In MoST industry-academia collaboration research projects, the project management fee and overseas travel allowance may only be funded out of the industry contributions.

3. Applications for change to project funding or extension to project period must be submitted before the end of the project execution period; for multi-year research projects introduced in 2006, an application to extend the project period can be submitted in its final year.

4. Multi-year industry-academia collaboration research projects: For industry-academia projects of 2 years or more, the industry-academia collaboration application for the following year should be submitted to the MoST three months before the project ends in the current year. A summary of project progress in the current year as well as the complete progress report (in electronic format) must also be submitted online.

5. The principal investigator should submit online a summary of the project outcomes and the complete final project report to the MoST and industry partner (in electronic format) within 3 months of the industry-academia collaboration research project’s conclusion. Information such as the R&D outcomes and actual performance should also be filed through the relevant channels.

6. Please refer to the “MoST Guidelines of Research Project Funding” and “Funding Principles for Ministry of Science and Technology-funded Research Projects” for related regulations.

Service Unit: Office of Industry Collaboration and Continuing Education Affairs 2622, 2628

MoST Funding for Industry-Academia Technology Alliance Projects (SmallAlliance)
Applications shall be submitted by faculty members at the University. Actual schedule will be as announced by the program. Each phase of Small Alliance projects may run for up to 3 years, and funding will be provided for up to 2 phases. Each case is limited to applying for up to NT$3 million each year. For application instructions please refer to MoST online announcements (http://www.most.gov.tw/).

Service Unit: Office of Industry Collaboration and Continuing Education Affairs 2622, 2628

MoST Funding for Pioneering Industry-Academia Collaboration Projects (Large Alliance)
Applications shall be submitted by faculty members at the University. Project types include individual, integrated and single integrated. Actual schedule will be as announced by the program. Each phase of Large Alliance projects may run for up to 5 years. Industry partners should in principle participate
throughout the full length of the research project and must contribute a certain level of research funding. For application instructions please refer to MoST online announcements (http://www.most.gov.tw/).

Service Unit: Office of Industry Collaboration and Continuing Education Affairs 2622, 2628

**MoST Funding for Industry-Academia Collaboration Projects on Products of Popular Science**

Applications shall be submitted by faculty members at the University. Collaboration projects may run for up to 3 years. Popular science industry partners should provide contributions based on the amount of capital stated in the popular science production, broadcasting and promotion proposal provided at time of application. For application instructions please refer to MoST online announcements (http://www.most.gov.tw/).

Service Unit: Office of Industry Collaboration and Continuing Education Affairs 2622, 2628

**Project of Scholars Assistance in Small and Medium-sized Enterprises**

An application is submitted in conjunction with industry partners with faculty members from the University in charge. Project application is divided into two types: assistance project (project) and individual assistance (diagnosis plan). The assistance project will involve at least 10 or more participating companies (5 or more for offshore islands); individual assistance (diagnosis plan) involves experts providing 1-on-1 diagnosis and assistance based on the needs of individual companies. Applications are open from March through to the end of March. Maximum length of project planning is for 6 hours; assistance project costs consist of individual diagnosis fees (number of companies multiplied by up to $72,000 in diagnosis fee) plus $120,000 in project promotion costs; for individual assistance, funding for each expert is $12,000 per month; in addition, if the expert assists the industry partner in applying for $1 million or more in funding from government assistance projects during the project period or within 3 months of its conclusion, an assistance fee of $60,000 per case shall be paid to the expert. The application instructions are as posted on the project website (http://sita.stars.org.tw).

Service Unit: Innovation & Incubation Center, Office of Industry Collaboration and Continuing Education Affairs 4574

**NHRI Integrated Research Grants and Research Scholar Award**

Applications shall be submitted by faculty members from the University. Applications are open between March and April each year. Individual project application types include (1) “Innovative Research Grant” (IRG): Apply for up to NT$3 million in funding each year, with the project to run for between 3 to 5 years; (2) “Career Development Grant (CDG)”: total project funding of no more than $8
million with the project to run for 4 years; The application instructions are as posted on the project website (http://www.nhri.org.tw).

Service Unit: Office of Industry Collaboration and Continuing Education Affairs 2622, 2628

**Southern Biotech Medical Device Industry Cluster Development Program**
The collaborative research projects with academic research institutions are of the integrated type. The goal is to support R&D in innovative medical device technologies by business. These projects are led by the business and project applications are submitted in partnership with other companies, academic research institutions or medical institutions. Application time is announced annually. Academic research institutions, and medical institutions may only apply for sub-projects within the integrated project and may not apply for individual projects. Grants for integrated projects are capped at NT$20 million (inclusive) and subsidies for academic research institutions may not be less than 10% of the total grant. The project is to run for 1 year.

Application instructions are as posted on the program website (http://www.ksmd.org.tw).

Service Unit: Office of Industry Collaboration and Continuing Education Affairs 2622, 2628

**ITRI “Commissioned Research Projects” and Outsourced Research Projects**
Applications shall be made by faculty members of the University. The application period is announced by the ITRI through official correspondence each year (usually between January ~ March each year). The research topics, specifications and applicant criteria are as announced.

Service Unit: Office of Industry Collaboration and Continuing Education Affairs 2622, 2628

**TaiPower Commissioned Research**
Applications shall be made by faculty members of the University. The application period is announced in advance by TaiPower through official correspondence each year (usually between January ~ March each year). Bids are processed on a limited tender basis. Research topics and key areas are as announced.

Service Unit: Office of Industry Collaboration and Continuing Education Affairs 2622, 2628

5. Patent Application and Technology Licensing

**Patent Application (Only open to full-time faculty members)**

1. For “Application of R.O.C. Patent for project achievements”, “Application of U.S. Patent for MoST project achievements (sharing for over 30% of the costs)”, “Self-funded application of foreign patent
for research achievements” or “Self-funded application of R.O.C. or foreign patent for non-project achievements”, please visit the University’s Intellectual Property Management System (IPMS, http://140.117.240.95/EPSNet/Login.aspx?) to enter the proposal, fill out all of the necessary forms and information, the notify this Office. This Office will forward it attorneys for patentability search and analysis. Once approval has been granted by this Office the application may processed. Applications are processed on delivery.

2. For “Application of R.O.C. or foreign patent for non-project achievements” and “Self-funded application of foreign patent for research achievements”, please refer to the relevant University announcements and submit the required forms and information to this Office. The submission will be scheduled for review by the quarterly technical review committee based on the time received (convened quarterly at the end of March, June, September and December each year).

From March 1, 2012, onwards, the inventor or creator for all patent applications at the University must share a portion of the patent costs. Faculty members are asked to select one of the four cost-sharing options. In the event that patent royalties are generated in the future, once the amount payable to the sponsor agencies have been deducted the remainder will be distributed based on the cost-sharing option chosen by the inventor or creator.

<table>
<thead>
<tr>
<th>Patent costs</th>
<th>University royalties distribution ratio</th>
<th>Inventor or creator royalties distribution ratio</th>
<th>College, department (institute) royalties distribution ratio</th>
<th>Remarks (Inventor or creator’s share of the total patent costs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>40%</td>
<td>50%</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>B</td>
<td>30%</td>
<td>60%</td>
<td>10%</td>
<td>30%</td>
</tr>
<tr>
<td>C</td>
<td>20%</td>
<td>70%</td>
<td>10%</td>
<td>50%</td>
</tr>
<tr>
<td>D</td>
<td>10%</td>
<td>80%</td>
<td>10%</td>
<td>100%</td>
</tr>
</tbody>
</table>

3. Attention:

(1) Those applying for a foreign patent must first apply for a R.O.C. Patent (this requirement does not apply to those who opt to pay for 50% of the costs, or application of U.S. patent for MoST project achievements paying for over 30% of the costs) then include the R.O.C. patent specification, completed foreign patent application form, and the necessary attachments before making a submission to this Office for processing.

(2) If the technology has already been published then the patent application procedure must be completed within 6 months. The published documentation must also be provided at the time of application. If applying for a U.S. patent then it must be completed within one 1 year.

(3) For the U.S. patent application date, the application procedure must be completed before the patent...
publication (the patent publication date for the R.O.C. Patent is 18 months from the day after the application date).

(4) Before a non-self funded application for a People’s Republic of China Patent can be submitted, it must be sent to the quarterly technical review committee for examination.

(5) In accordance with the MoST patent grants, the University no longer processes or reviews applications for utility and design patents.

(6) For domestic or foreign patents of MoST project achievements, the patent application fee should be funded from the project funds.

(7) To enforce the management and review system for project achievements, information regarding research project results must be submitted in full to the MoST Scientific Technological Resources Information and Knowledge Exchange (STRIKE) system.

(Please visit the Office of Industry Collaboration and Continuing Education Affairs website: Download Forms / Technology Transfer Center/ Patent Application)

Service Unit: Technology Transfer Center, Office of Industry Collaboration and Continuing Education Affairs 2621

**Technology Licensing**

Processed on demand. This Office can assist with match-making and rights negotiations. Once the contract has been signed, we can also assist with administrative affairs such as coordinating payments and distribution of licensing fees.

(Please visit the Office of Industry Collaboration and Continuing Education Affairs website: Download Forms / Technology Transfer Center/ Technology Transfer)

Service Unit: Technology Transfer Center, Office of Industry Collaboration and Continuing Education Affairs 2621

**Patent Infringement Assessment**

This Office is the unified counter for coordinating and assisting with related assessment operations. These include recruiting at least 2 suitable professors for establishing an assessment team. The assessment fee for each case shall be set by the assessment team based on the nature of the case; 10% of more of the assessment income must be allocated to University management fees.

(Please visit the Office of Industry Collaboration and Continuing Education Affairs website: Regulations / Technology Transfer Center / University Regulations / “NSYSU Regulations for Professional Technical Assessment”)

Service Unit: Technology Transfer Center, Office of Industry Collaboration and Continuing Education Affairs 2621

**MoST “Award for Excellent Contributions in Technology Transfer”**

The application information for the “Award for Excellent Contributions in Technology Transfer” are
announced by the MoST every year. All applications shall be handled through the responsible person at the Office of Industry Collaboration and Continuing Education Affairs; to apply, one must have completed the technology transfer of research achievements from a MoST-funded project. The licensing fee and derived benefits for that research achievement must exceed NT$1 million. Each research achievement may only receive the award once. Technology transfer cases that receive the “Award for Excellent Contributions in Technology Transfer” will be given an incentive payment of up to $150,000. Each researcher will also receive an award plaque.

Service Unit: Technology Transfer Center, Office of Industry Collaboration and Continuing Education Affairs 2621

**Intellectual Property Seminar**

Intellectual Property seminars are held at various times between April and December each year to increase knowledge of IP affairs among faculty members and students.

Service Unit: Technology Transfer Center, Office of Industry Collaboration and Continuing Education Affairs 2621

**Exhibition of Research Achievements**

This Office organizes or co-organizes press conferences and exhibitions of R&D achievements by NSYSU faculty members and students at different times each year. Please visit the Office of Industry Collaboration and Continuing Education Affairs website for exhibition details.

Service Unit: Technology Transfer Center, Office of Industry Collaboration and Continuing Education Affairs 2621

6. **Continuing Education**

**Resources for Continuing Education Teachers**

Full-time faculty members of the University participating in continuing education classes may collect the following fees if they do not exceed the funding and revenues for that continuing education class:

1. Course planning fee: May be collected once for each new class and may not exceed $20,000 each time.
2. Instructor fee: May be collected during the teaching period and may not exceed $20,000 per month.
3. Hourly fee: Set at $800/hour in principle. The hourly rates for evening and weekend classes may be increased by a suitable amount but no more than 300%.
4. For audit students of credit courses, in principle the instructor may receive a subsidy of $60 per hour for each additional student up to a maximum of $800.
5. Faculty members can draw upon other class-related expenses such as teaching materials, part-time workers and stationery as necessary.

Attention: The total amount of compensation collected by the course planner or instructor each month
(excluding hourly rates for teaching) may not exceed $20,000.

Service Unit: Division of Continuing Education, Office of Industry Collaboration and Continuing Education Affairs 2711

7. Entrepreneurship Subsidies for Teachers and Students

Key Points in Encouraging Teachers and Students of National Sun Yat-sen University to Start a Business

Faculty members (including retired or those on temporary transfer) and students (including graduates) of the University are encouraged to start new enterprises based on the achievements and ideas of innovative research. Eligibility is limited to small and medium enterprises that were registered within the last 3 years and are tenants of the NSYSU Innovation & Incubation Center. The maximum subsidy for each case is NT$150,000.

Service Unit: Innovation & Incubation Center, Office of Industry Collaboration and Continuing Education Affairs 2686

Key Points in Encouraging Teachers and Students to Participate in the Entrepreneurial Competition of National Sun Yat-sen University

Faculty members (including retired or those on temporary transfer) and students (including graduates within the past five years) of the University are encouraged to form start-up teams and enter national open projects or competitions organized by the MOE, MoST or MOEA agencies using the name of NSYSU. The maximum subsidy for each case is NT$10,000.

Service Unit: Innovation & Incubation Center, Office of Industry Collaboration and Continuing Education Affairs 2686

8. Assistance for Student and Teacher Start-Ups

NYSYU Startup Container Project

To promote the spirit of entrepreneurship at the University, students (current and those who graduated within the last five years) with a prototype for an innovative product or start-up concept who have not yet registered a company may apply for tenancy in the Start-up Container Site as an individual or start-up team. Maximum subsidy is NT$20,000 per case.

Service Unit: Office of Industry Collaboration and Continuing Education Affairs 2653

Assistance for Student Start-up Teams
Entrepreneurship activities, courses and assistance are organized every semester. A variety of start-up training is also provided to connect with the start-up circles through different activities. Assistance is provided to help provide an in-depth understanding of the skills and knowledge needed for start-ups, as well as what start-up resources are available. For more information on start-ups please contact the Innovation & Incubation Center at the Office of Industry Collaboration and Continuing Education Affairs.

(For the latest activity updates please follow the “NSYSU Startup Container” fan page: https://www.facebook.com/nsysustartup/)

Service Unit: Office of Industry Collaboration and Continuing Education Affairs 4571

### 9. Summary of NSYSU Industry-Academia Collaboration Incentives and Subsidies

<table>
<thead>
<tr>
<th>Category</th>
<th>Scheme and Regulations</th>
<th>Eligibility</th>
<th>Application time</th>
<th>Description of incentive or subsidy</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry-Academy Cooperation project</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher Promotion Scoring (General)</td>
<td></td>
<td>Assistant Professor or higher</td>
<td>As announced by the Office of Personnel Services</td>
<td>For MoST industry-collaboration projects, 1 point is given for every NT$90,000 (inclusive) allocated to project management fees in the approved industry partner schedule. For the remainder, 0.35 point is given for every $10,000. Industry-academia collaboration projects commissioned by a non-government organization (businesses and legal persons): (1) College of Liberal Arts, College of Management, College of Social Sciences, and Center for General Education: Principal investigators are given 1 point if total cumulative project funding reaches $300,000. 0.1 point is given for every $60,000 beyond $300,000. (2) College of Science, College of Engineering, College of Marine Sciences, and Center for General Education group: Principal investigators are given 1 point if total cumulative project funding reaches $500,000. 0.1 point is given for every $100,000 beyond $500,000.</td>
<td>For more information, see NSYSU “College of ○○ Scoring Sheet for Teacher’s Promotion (Assistant Professor or above) (for final evaluation)”</td>
</tr>
<tr>
<td>Government commissioned industry-academia collaboration projects (including MoST industry-academia research projects) (1) College of Liberal Arts, College of Management, College of Social Sciences, and Center for General Education: Principal investigators are given 1 point if total cumulative project funding reaches $500,000. 0.1 point is given for every $100,000 beyond $500,000. (2) College of Science, College of Engineering, College of Marine Sciences, and Center for General Education group: Principal investigators are given 1 point if</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Category</td>
<td>Scheme and Regulations</td>
<td>Eligibility</td>
<td>Application time</td>
<td>Description of incentive or subsidy</td>
<td>Remarks</td>
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<td>----------------------------------------------</td>
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<td>----------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Industry-Academy Cooperation project</td>
<td></td>
<td></td>
<td></td>
<td>total cumulative project funding reaches $500,000. 0.1 point is given for every $100,000 beyond $500,000.</td>
<td>For more information, see NSYSU “College of ○ ○ Scoring Sheet for Teacher’s Promotion (Assistant Professor or above) (for final evaluation) - Technology Application Category”</td>
</tr>
<tr>
<td>Teacher Promotion Scoring</td>
<td></td>
<td>Assistant Professor or higher</td>
<td></td>
<td>For MoST industry-collaboration projects, 1 point is given for every NT$90,000 (inclusive) allocated to project management fees in the approved industry partner schedule. For the remainder, 0.35 point is given for every $10,000.</td>
<td>Industry-academia collaboration projects commissioned by a non-government organization (businesses and legal persons): (1) College of Liberal Arts, College of Management, College of Social Sciences, and Center for General Education: Principal investigators are given 3 point if total cumulative project funding reaches $500,000. 0.5 point is given for every $100,000 beyond $500,000. (2) College of Science, College of Engineering, College of Marine Sciences: Principal investigators are given 3 point if total cumulative project funding reaches $500,000. 0.25 point is given for every $100,000 beyond $500,000.</td>
</tr>
<tr>
<td>Implementation Policy on Industry-Academia Incentives</td>
<td></td>
<td></td>
<td></td>
<td>Government commissioned industry-academia collaboration projects (including MoST industry-academia research projects): (1) College of Liberal Arts, College of Management, College of Social Sciences, and Center for General Education: Principal investigators are given 3 points if total cumulative project funding reaches $700,000. 0.5 point is given for every $100,000 beyond $700,000. (2) College of Science, College of Engineering, College of Marine Sciences: Principal investigators are given 3 points if total cumulative project funding reaches $1,400,000. 0.25 point is given for every $100,000 beyond $1,400,000.</td>
<td>For details please refer to the NSYSU “Implementatio n Policy on Industry-Acade mia Incentives” and application form</td>
</tr>
</tbody>
</table>

New Talent: New teachers and researchers who have been with the University for 6 or less years in the previous year

Other: March ~ April (As announced by the Office of Industry Collaboration and Continuing Education Affairs)

March ~ April (As announced by the Office of Industry Collaboration and Continuing Education Affairs)
<table>
<thead>
<tr>
<th>Category</th>
<th>Scheme and Regulations</th>
<th>Eligibility</th>
<th>Application time</th>
<th>Description of incentive or subsidy</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers and researchers at the University</td>
<td>Collaboration and Continuing Education Affairs</td>
<td>All year</td>
<td>Incentive $30,000 and one award plaque</td>
<td>Faculty members eligible for first-time execution of industry-academia research projects may set their own administrative &amp; management fee ratio (0%-20%). The principal investigator is also given full control over the use of all management fees.</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts Social Sciences Management Center for General Education</td>
<td>Government agency project with total funding $100,000</td>
<td>April ~ May (Time is announced by the Office of Industry Collaboration and Continuing Education Affairs)</td>
<td>Government agency project with total funding $100,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-government agency project with total funding $150,000</td>
<td></td>
<td>Government agency project with total funding $150,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Industry-Academia Collaboration Projects that Qualify for Non-Government (Businesses and Legal Persons) Project Management Fees</td>
<td>Industry-Academia Collaboration Projects that Qualify for Non-Government (Businesses and Legal Persons) Project Management Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incentive for First Industry-Academia Collaboration Project</td>
<td>Faculty member who had not executed an industry-academia collaboration project before</td>
<td>All year</td>
<td>Incentive $20,000 and one award plaque</td>
<td>Please read carefully through the “Guidelines for Encouraging Teachers and Researchers to Apply for Industry-Academia Preliminary Research Project Funding” and application form.</td>
<td></td>
</tr>
<tr>
<td>Subsidy for Leading Industry-Academia Research Project</td>
<td>Teachers and researchers at the University</td>
<td></td>
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98
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<tr>
<th>Category</th>
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<th>Description of incentive or subsidy</th>
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<td>Routine expense category of industry-academia collaboration project designated as academic research highlight</td>
<td>Teachers and researchers at the University</td>
<td>March, October</td>
<td>The industry-academia collaboration project applying for subsidies should be one where the external commissioning or subsidy unit has explicitly required contributions from the University (self-raised funds), or where the principal investigator has explained how the contributions (self-raised funds) will help to boost the benefits of the industry-academia collaboration project or technology transfer project. The subsidy should not exceed whichever is smallest of [20% of the total project funding], or [2/3 of University contributions (self-raised funding) allocated for this project].</td>
<td>For more information, see NSYSU “Guidelines Governing Support for Academic Research Highlights”</td>
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<tr>
<td>Competitive Research Funding Subsidy Trial Program</td>
<td>All Faculty members</td>
<td>and March, June, and September</td>
<td>The research center had made a successful external application to carry out an integrated project longer than 6 months during the year; the principal investigator for the overall project and at least 3 sub-projects must faculty members of the University; amount of funding provided to the University in one year for Science, Engineering and Marine Science projects must exceed $3 million(inclusive). and for Liberal Arts, Management, and Social Sciences projects must exceed $1.50 million(inclusive). Recruit outstanding domestic or overseas talent to set up a research team or center at the University. The research center had received subsidies for a current research project from those who received technology transfer in the current or previous year. Those given special dispensation by the university president.</td>
<td>For more information, see NSYSU “Aim for the Top University Plan Competitive Research Funding Subsidy Trial Program”</td>
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<tr>
<td>Industry-Academic Research Outstanding Teachers</td>
<td>All Faculty members</td>
<td>March</td>
<td>Project funding is in the top 30% (inclusive) of all participating faculty members and income from management fees (university-controlled component) exceeds $180,000; has also headed a MoST project of any type (including industry-academia research projects, but excluding projects that are purely for overseas business travel and attendance at international conferences), or had published at least 1 important journal paper (SCIE, SCI, SSCI, or TSSCI). Incentive amounts to 18 radix units over 1 year. Radix unit is based on the current year. Current teachers and researchers who had completed at least one academic ethics course or symposium within the past three years; new teachers and researchers who had completed at least one academic ethics course or symposium within the past year. (Must provide proof)</td>
<td>For more information, see NSYSU “Implementatio n Regulations for Recruitment and Retention of Special and Outstanding Talents.”</td>
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<tr>
<td>Distinguished professors and outstanding teachers</td>
<td>All Faculty members</td>
<td>March</td>
<td>Had received the MOEA University Outstanding Contribution to Industry Award or equivalent award within the past 5 years:</td>
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<tr>
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<td>(Industry-Academic Research)</td>
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<td>Incentive runs for 3 years with 33 radix units per year</td>
<td>▶ Had received the Award of Excellence for Industry-Academia Collaboration or exhibited excellence in securing industry-academia research projects within the last 5 years: Incentive runs for 1 year with 36 radix units</td>
</tr>
<tr>
<td>Faculty Evaluation Indicators</td>
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<td>Government commissioned industry-academia research projects/MoST industry-academia research projects&lt;br&gt;1. Applicable to College of Science, Engineering and Marine Sciences&lt;br&gt;Those whose projects allocate up to $6,000 in management fees receive 1 point. 0.5 point is given for every additional $6,000 beyond that. (College of Science, Engineering and Marine Sciences only)&lt;br&gt;&lt;br&gt;2. Applicable to College of Liberal Arts, Management, Social Sciences, and the Center for General Education&lt;br&gt;Those whose projects allocate up to $2,000 in management fees receive 1 point. 0.5 point is given for every additional $2,000 beyond that. (College of Liberal Arts, Management, Social Sciences and Center for General Education only)</td>
<td>▶ Non-Government (Business and Legal Person) Industry-Academia Research Projects&lt;br&gt;1. Applicable to College of Science, Engineering and Marine Sciences&lt;br&gt;Those whose projects allocate up to $5,000 in management fees receive 1 point. 0.5 point is given for every additional $5,000 beyond that. (College of Science, Engineering and Marine Sciences only)&lt;br&gt;&lt;br&gt;2. Applicable to College of Liberal Arts, Management, Social Sciences, and the Center for General Education&lt;br&gt;Those whose projects allocate up to $1,500 in management fees receive 1 point. 0.5 point is given for every additional $1,500 beyond that. (College of Liberal Arts, Management, Social Sciences and Center for General Education only)</td>
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<td>Technology Transfer</td>
<td>Teacher Promotion Scoring (General)</td>
<td>Assistant Professor or higher</td>
<td>As announced by the Office of Personnel Services</td>
<td>✤ <strong>Approved Patents</strong> Where the lead inventor’s research achievement was granted an invention patent under the University’s name, or an invention patent granted to individual was transferred to the University (patents with businesses as joint applicants are not counted), 1 point is given for each R.O.C. Or P.R.C. patent, and 2 points are given for each US, Japan or EU patent. The scoring of patents from other countries shall be determined by the Office of Industry Collaboration and Continuing Education. (Up 2 to points can given under this section)</td>
<td>For more information, see NSYSU “College of ○○ Scoring Sheet for Teacher’s Promotion (Assistant Professor or above) (for final evaluation)”</td>
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<tr>
<td>Teacher Promotion Scoring</td>
<td>(Technology application category)</td>
<td>Assistant Professor or higher</td>
<td>As announced by the Office of Personnel Services</td>
<td>✤ <strong>Technology Transfer or Licensing</strong> Where the lead inventor’s technology transfer or licensing to the industry (including businesses and legal persons) has accumulated up to $200,000 in licensing fees is given 0.5 points. From $200,000 onwards, every additional $100,000 is given 0.25 points.</td>
<td>Please refer to the NSYSU “College of ○○ Scoring Sheet for Teacher’s Promotion (Assistant Professor or above) (for final evaluation) - Technology Application Category”</td>
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<td>✤ <strong>Approved Patents</strong> Where the lead inventor’s research achievement was granted an invention patent under the University’s name, or an invention patent granted to individual was transferred to the University (patents with businesses as joint applicants are not counted), 1 point is given for each R.O.C. Or P.R.C. patent, and 2 points are given for each US, Japan or EU patent. The scoring of patents from other countries shall be determined by the Office of Industry Collaboration and Continuing Education. (Up 2 to points can given under this section)</td>
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<td>✤ <strong>Technology Transfer or Licensing</strong> Where the lead inventor’s technology transfer or licensing to the industry (including businesses and legal persons) has accumulated up to $200,000 in licensing fees is given 1 points. From $200,000 onwards, every additional $100,000 is given 0.625 points.</td>
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<td>✤ <strong>Conversion of Technology into Joint Venture or Technical Equity</strong> Faculty members who use research achievements and technology services from the University to provide new technology to businesses as “Joint Venture” and “Technical Equity” shall be given 1 point if equity held by the University has a cumulative face value of $200,000. From $200,000 onwards, 0.5 points is given for every $100,000.</td>
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<td>✤ <strong>Awards and Honors</strong> Those who received the MOEA National Invention and Creation Award or some other equivalent award in their current grade shall be given 20 points each time.</td>
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| Routine expense category of industry-academia collaboration project designated as academic research highlight |                                                                                         | All Faculty members                   | March, October        | ✦ The industry-academia collaboration project applying for subsidies should be one where the external commissioning or subsidy unit has explicitly required contributions from the University (self-raised funds), or where the principal investigator has explained how the contributions (self-raised funds) will help to boost the benefits of the industry-academia collaboration project or technology transfer project.  
✦ 5~10% of the total technology transfer fee or whatever is approved based on the actual case.                                                                                                               | Please refer to the NSYSU “Guidelines Governing Support for Academic Research Highlights”                                                                                                                                                                     |
| Award of Excellence for Industry-Academia Collaboration                  |                                                                                         | All Faculty members                   | Applications open until 10/31 | ✦ Actual performance of invention patent, technology transfer and licensing, and industry-academia research projects within the last 3 years (as of October 31 of the current year)  
✦ Only the actual amount received from technology transfer and licensing fees as well as industry-academia research project funds shall be counted. Split payments that have not been received are not counted. The amount for technology transfer and licensing fees may not be zero. Nor may it include the amount for MoST leading technology transfer payment.  
✦ Limited to two places per year. Each person receives $25,000 in prize money and one award plaque                                                                                                            | Please refer to the NSYSU “Regulations for Outstanding Industry-Academia Collaboration Awards”                                                                                                                                                                    |
| Industry-Academic Research Outstanding Teachers                          |                                                                                         | All Faculty members                   | March, October        | ✦ Technology transfer income is in the top 30% (inclusive) of all participating faculty members and rebates (distributed by the University) is more than $180,000  
✦ Headed a MoST project of any type (including industry-academia research projects, but excluding projects that are purely for overseas business travel and attendance at international conferences), or had published at least 1 important journal paper (SCIE, SCI, SSCI, or TSSCI).  
✦ Incentive amounts to 18 radix units over 1 year. Radix unit is based on the current year.  
✦ Current teachers and researchers who had completed at least one academic ethics course or symposium within the past three years; new teachers and researchers who had completed at least one academic ethics course or symposium within the past year. (Must provide proof)                                                                 | Please refer to the NSYSU “Regulations for Recruitment and Retention of Special and Outstanding Talents.”                                                                                                                                                     |
| Faculty Evaluation Indicators                                           | Faculty member up for evaluation                                                       | Time is as announced by Office of Academic Affairs | ✦ Technology Transfer Projects  
12 points are given for every $400,000 in cumulative technology transfer fees, or for every $100,000 in University, college and department (institute) (but not including the inventor) rebates.  
✦ Maximum of 4 points from industry-academia research projects and technology transfers                                                                                                                                                                   | For more information please see NSYSU “Faculty Evaluation Guidelines” and assessment sheet                                                                                                                                                                      |
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<td>1. Where the lead inventor’s research achievement was granted an invention patent under the University’s name, or an invention patent granted to individual was transferred to the University (patents with businesses as joint applicants are not counted).</td>
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<td>2. 2 points are given for each R.O.C. Or P.R.C. patent, and 5 points are given for each US, Japan or EU patent. The scoring of patents from other countries shall be determined by the Office of Industry Collaboration and Continuing Education. Maximum of 20 points for multiple international patents of the same technology.</td>
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<td>Industry-Academic Research</td>
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<td>Outstanding Teacher: 3 points each time</td>
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<td>Distinguished professors and outstanding teachers (industry-academia research): 10 points each time</td>
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<tr>
<td>Award of Excellence for Industry-Academia Collaboration: 10 points each time</td>
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<td>Industry-Technology Transfer</td>
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<td>✦ A. Those who had headed an industry-academia research project commissioned by the government or non-government (businesses and legal persons) organizations are given 1 point for every $1,000,000 in cumulative funding, or for every $100,000 in management fees paid to the University Fund; and so on.</td>
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<td>B. 1 point is awarded for every $400,000 in cumulative technology transfer fees, or every $100,000 in college, department or institute rebates; and so on.</td>
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<td>C. Maximum of 4 points in total from item A. and item B. above.</td>
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<td>✦ 3 points are given for every NSYSU Award of Excellence for Industry-Academia Collaboration (previously the Zhongshan Invention Award and Industry-Academia Excellence Award).</td>
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<tr>
<td>Continuing Education</td>
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<td>✦ Service Category</td>
<td>Please refer to the NSYSU “Principles of Scores of Teaching and Service Performance for Faculty Promotions”</td>
</tr>
<tr>
<td>Teacher Promotion Scoring (General)</td>
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<td>1 point is given to faculty members teaching continuing education courses who accumulated up to $500,000 in income and contribute up to $100,000 in university management fees as determined by the Office of Industry Collaboration and Continuing Education Affairs. From $500,000 onwards, 0.1 point is given for every additional $100,000.</td>
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<tr>
<td>Teacher Promotion Scoring (Technology application category)</td>
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<td>✦ Service Category</td>
<td>Please refer to the NSYSU “Implementatio</td>
</tr>
<tr>
<td>Continuing Education Class affairs</td>
<td></td>
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<td>0.5 point is given to faculty members teaching continuing education courses who accumulated up to $500,000 in income. From $500,000 onwards, 0.1 point is given for every additional $100,000.</td>
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<td>✦ Full-time faculty members of the University participating in continuing education classes may collect the following</td>
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</table>

**Notes:**
- For more information, please see NSYSU “Faculty Evaluation Guidelines” and assessment sheet.
- Please refer to the NSYSU “Principles of Scores of Teaching and Service Performance for Faculty Promotions.”
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<tr>
<td>Participating teachers</td>
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<td>fees if they do not exceed the funding and revenues for that continuing education class: 1. Course planning fee: May be collected once for each new class and may not exceed $20,000 each time. 2. Instructor fee: May be collected during the teaching period and may not exceed $20,000 per month. 3. Hourly fee: Set at $800/hour in principle. The hourly rates for evening and weekend classes may be increased by a suitable amount but no more than 300%. 4. For audit students of credit courses, in principle the instructor may receive a subsidy of $60 per hour for each additional student up to a maximum of $800. 5. Faculty members can draw upon other class-related expenses such as teaching materials, part-time workers and stationery as necessary.</td>
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</tr>
<tr>
<td>Faculty Evaluation Indicator - Continuing Education classes taught</td>
<td>Faculty member up for evaluation</td>
<td>Time is announced by Office of Academic Affairs</td>
<td>In accordance with the standards set by each college, department and institute</td>
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<tr>
<td>Entrepreneurship</td>
<td>Teacher Promotion Scoring (Technology application category)</td>
<td>Assistant Professor or higher</td>
<td>As announced by the Office of Personnel Services</td>
<td>Awards and Honors Faculty member who supervise a winning student team taking part in an entrepreneurship competition organized by a ministry or agency under the Executive Yuan (or win more than $300,000 in grants) shall be given 1 point each time. If the team formally start a business or company within 2 months then 2 points is given each time.</td>
<td>For more information, see NSYSU “College of Entrepreneurship Scoring Sheet for Teacher’s Promotion (Assistant Professor or above) (for final evaluation) - Technology Application Category”</td>
</tr>
</tbody>
</table>
1. Ministry of Science and Technology Research Projects (※The latest applications published on the MoST website shall apply)

Q1: What if the midterm report for a multi-year project is not complete because an international conference has not yet been completed? When should the overseas travel report be submitted?
A1: When the midterm report is submitted online the system allows a reason to be given for non-submission. The “overseas travel report” can be submitted online upon your return from overseas.

Q2: If changes or an extension is needed for a current project, when should the application be made and how long can extensions go for?
A2: 1. An application can be made one week before the end of the project period through the MoST website by entering the teacher's account and password. Once the online application has been submitted, a copy of the application should be printed and signed by the principal investigator and head of the department (institute) then delivered to this Office for online submission to the MoST.
   2. Projects can in principle be extended once and by up to one year; the MoST will provide no additional funding during this extension period. No application for changes will be accepted for projects that have exceeded their execution period.

Q3: Can unused funds from the first year of an approved multi-year research project be used in the second year instead?
A3: Unused funds from the first year of an approved multi-year research project be used in the second year instead.

Q4: Can the researcher costs of MoST projects be transferred for use under consumables, materials and miscellaneous expenses?
A4: Sub-items under “operating costs” of MoST funded items are adjustable.

Q5: Is MoST funding transferable between “operating costs” and “research equipment costs”?
A5: If any funds needs to be transferred between categories due to the needs of the research project, an application should be made during the project period. If the incoming and outgoing funds do not exceed 50% of the amount originally approved for that category then the application simply goes through the internal University procedure. If the amount exceed 50% , transfer must of applied online at the MoST website and secure MoSt approval before the funds may be transferred. If the total amount of research equipment costs after the incoming transfer is NT$50,000, this can go through the University's internal procedure and does not have to be reported to the MoST.

Q6: Can 2 projects jointly purchase and share the use of 1 instrument?
A6: If 2 projects are to jointly purchase 1 instrument, the equipment name in the approved funding lists of both projects must be identical. If they do not match then a change in the
item must be applied (if the unit price of the equipment to change is under NT$500,000 then it can go through the University's internal procedure; if the unit price of the equipment to change is $50,000 or more then this must be entered online in the MoST system before going through University's internal change procedure.) Funding may however not be transferred between the 2 projects.

Q7: Where to search or download the FAQ for MoST topical research projects?
A7: The FAQ for MoST topical research projects can be searched or downloaded from the MoSt website under “Academic Research” / Research Project / FAQ.

Service Unit: Division of Project Promotion, Office of Research and Development 2613

2. Industry-Academia Collaboration Projects

Q1: What is the University procedure for project contracts and invoicing?
A1: 1. Contract signing: Prepared the required number of contracts agreed on by both parties and have them signed by the principal investigator. Download and fill out the following forms from the Office of Industry Collaboration and Continuing Education Affairs then apply to the Office for signing of project contract.
   (1) NSYSU Industry-Academia Collaboration Project Information Sheet x 1.
   (2) NSYSU Industry-Academia Collaboration Project Processing Form x 1.
   (3) NSYSU Industry-Academia Collaboration Project Agreement x 2.
   (4) NSYSU Self-Checklist on Important Regulations Governing Project Execution by Faculty and Staff x 1.

2. Invoicing: Please fill out the “NSYSU Industry-Academia Collaboration Project Processing Form” and specify the number of terms,

3. Ordinary cases takes 4 ~ 7 days, urgent cases take 3 days, and most urgent cases take 1 day. The time will vary for invoicing and for stamping of documents.

Q2: What is the procedure for changing the content of the contract or extending the project period once a project has started?
A2: 1. The principal investigator should first negotiate with the commissioning unit on the proposed contract changes and method of change. Once consensus has been reached the principal investigator should present change agreement (e-mail or correspondence from the commissioning unit) and state in the “NSYSU Industry-Academia Collaboration Project Processing Form” the proposed changes and reason for change to the Office of Industry Collaboration and Continuing Education Affairs to apply for project changes or extension of contract period. Once the commissioning unit agrees to the change, please fill out “NSYSU Industry-Academia Collaboration Project Information Sheet” and submit 3 copies along with supporting documentation to the Office of Industry Collaboration and Continuing Education Affairs for the changes to be made.
2. Extensive changes to the contract: A separate change of contract agreement (e.g. Supplementary agreement) should be signed.

Q3: What is the procedure for changing the account category for project funds (e.g. Personnel costs and operating costs) after a project has started?
A3: If the contract does not explicitly require the proof of expenditure to be provided or retained by the University for future audits, or if there is no funding list attached to the contract, or the contract terms state that “the principal investigator may adjust the project funding or transfer funds between categories based on actual research requirements”, if the transfer of funding option is ticked on the Industry-Academia Collaboration Project Information Sheet then a separate change application is not required.

If the contract explicitly requires the proof of expenditure to be provided or retained by the University for future audits, or if a funding list is attached to the contract, then the change may only be made once after completing the aforementioned change of contract process.

For the change procedure, please fill out the University’s “Industry-Academia Collaboration Project Change of Information Reference Table”. 3 copies of the form and attached documentation should be signed by the principal investigator then submitted to the Office of Industry Collaboration and Continuing Education Affairs for processing.

Q4: What is the procedure for re-issuing receipts?
A4: The principal investigator or commissioning unit must provide a reason for change of receipt, documentation to support the change, then submit them along with the original receipt to the Office of Industry Collaboration and Continuing Education Affairs for processing.

Q5: What is the “Project owner unit” in the information sheet?
A5: The University unit that the project belongs to. Performance score and management fees from the project will also be distributed to the unit.

Q6: Are there any taxes for the University to pay?
A6: Stamp duty (local tax) applies to ordinary contracts but this does not to be paid by the University as it is a tax-exempt unit.

Q7: Purpose of management fees?
A7: Please refer to Article 11 of the University’s Key Points of Operations on Non-MoST Industry-Academia Collaboration Plan.

Q8: How to know if project funds have been transferred to the University account?
A8: Contact the cashier Ms. Yi-shiou Luo (ext. 2328) or the person-in-charge at the Office of Industry Collaboration and Continuing Education Affairs (ext. 2622, 2628).

Q9: How to claim and verify project funds?
A9: Please refer to the Office of Accounting’s business process information or the guidelines for expenditures and reimbursements in this handbook. For the personnel cost component of the project funds please contact Ms. Ying-chun Chou (ext. 2083). For operational and other costs please contact team member Lei-yu Chen (ext. 2079).

3. Patent Applications

Q1: What are patents?
A1: 1. Simply put, to protect the legitimate interests of faculty members and their research teams over the research achievements they produce, a patent may be granted if the application is made to the MOEA Intellectual Property Office and determined to comply with the rules of the Patent Act after a review. The patent holder is then granted exclusive rights for a period of time. This type of right is known as patent right.

2. The three types of patents are invention, utility and design.

Q2: Can research achievements be published before a patent is applied for?
A2: 1. Research patents can be published before a patent is applied for but we recommend making the application before publication to avoid damaging the requirement of “novelty” for patent applications. (See Article 22, Paragraph 1 of the Patent Act)

2. National patent authorities all have similar regulations on grace periods. In Taiwan, Japan, Europe, and China. This is 6 months after disclosure, while in the U.S. It is for up to 1 year after disclosure; in actual practice, applications in countries other than Taiwan and the U.S. are generally subject to more rigorous grace periods.

3. Time is needed to go through the relevant application procedure. If the technology must be published first (in papers or journals) then make sure a patent application is submitted to the University within 1 month of disclosure. This is to ensure that patent is written properly and to avoid exceeding the application deadline.

Q3: Can the oral exam for Master and Ph.D. Candidates affect patent applications? What to watch out for if the publication of a paper needs to be deferred due to a patent application?
A3: 1. The “oral exam” for dissertations is considered to be public. If it is considered public if its placed in the library or on the Internet for other people to view. If a dissertation defense has to be held before a patent application can be made, please consider adopting the following measures to protect the confidentiality of the technology.

   (1) Do not announce the oral exam on the Internet
   (2) Hold a closed-door oral exam to avoid disclosing the technology to unrelated people.
   (3) Ask all participants in the oral exam to sign the “Non-disclosure agreement for oral examiners” (please download from the Office of Industry Collaboration and Continuing Education Affair)
2. To avoid impacting on the novelty of the patent through disclosure (such as oral exam), the collection unit must be asked to delay the public listing “in print” of student papers and to change the access permissions for “electronic papers”. Please visit the Office of Library & Information Services and refer to the “NSYSU Principles for Public Access and Deferred Publication of Degree Dissertations”.

Q4: How to select patent attorneys?
A4: 1. The University has agreements in place with quality attorneys-at-law. Information on attorneys can be found on the Office of Industry Collaboration and Continuing Education Affairs website.
2. Evaluations are conducted every two quarters in accordance with the “Patent Attorney Management and Quality Performance Evaluation” rules to remove under-performing attorneys.

4. Technology Transfers
Q1: How is the ownership of licensed technologies determined?
A1: 1. For achievements from normal MoST topical research projects, the lower left corner of the approved MoST project funding list will state the owner of the research achievements.
2. For achievements from MoST industry-academia research projects, ownership will depend on the terms of the industry-academia collaboration contract signed by the University with the industry partner.
3. For achievements from research projects funded by government or non-government organizations, ownership will depend on the contract signed by the University with the organization or business.
4. Research achievements produced using the University’s resources belong to the University.

Q2: When are industry-academia collaborations held? When are technology transfers conducted?
A2: 1. If the matter that a business wishes to collaborate on has no completed achievements as yet then an industrial-academia collaboration may be set up with the business.
2. If the research achievement has already been completed then it can be licensed to businesses through a technology transfer.

Q3: When to apply for technology transfer?
A3: If a business is looking for the transfer of a technology held by the University or is hoping to be matched through the Office of Industry Collaboration and Continuing Education Affairs with any type of technology research achievement by the University, an application for technology transfer can be submitted to the Technology Transfer Center of the Office of Industry Collaboration and Continuing Education Affairs at any
Q4: Are the licensing conditions for technology transfers fixed? What are the principles? Who decides?

A4: 1. Due to the differences in the content of each technology and the nature of each industry, the conditions for each technology transfer will not be totally identical. According to the University’s Regulations for Management of Research and Development Outcomes and Technology Transfer, technology may be licensed or transferred to other groups or individuals in a fair, impartial and open manner with compensation, in a non-exclusive manner and with preference given to the Taiwan region. These principles are however negotiable under certain circumstances.

2. In negotiations for technology transfer by the University, the inventor defines the boundaries of the technology to be licensed. The Technology Transfer Center of the Office of Industry Collaboration and Continuing Education Affairs will be the representative for the negotiation of all other contract conditions.

3. Some common terms are listed below:
   (1) Licensing fee:
       1. The licensing fee is linked to factors such as the development cost, marketability, and scope of licensing.
       2. Can be a lump-sum payment or payment by installments.
   (2) Royalties:
       1. Lump-sum payment, or based on a certain percentage of the total sales after the business brings the product to market.
       2. The percentage for the royalties usually depends on the industry and nature of the product.

5. Continuing Education

Q1: Who are continuing education courses targeted at?

A1: The continuing education courses of the University are targeted at current students (extension studies), ordinary people, company employees, senior citizens and civil servants.

Q2: What are the different types of continuing education courses?

A2: The continuing education courses at the University can be divided into credit and non-credit classes (not auditors of general student classes), and optional credit classes (auditors of general student classes). There are also self-contained classes for government commissioned training and businesses.

Q3: Who is the University procedure for organizing continuing education courses?

A3: To set up a continuing education course, go to the Office of Industry Collaboration and Continuing Education Affairs webpage and download the “Continuing Education
Student Recruitment Plan.” The course may be offered once the plan is approved by the continuing education committee. This Office convenes the members of the continuing education committee from each college at least twice every semester to review courses related to continuing education. Please refer to the “Continuing Education Class Setup Process Chart” for the process involved.

Q4: What is the procedure for changing the course content once a course has started?
A4: The “Continuing Education Student Recruitment Plan Change Form” can be downloaded from the Office of Industry Collaboration and Continuing Education Affairs website (same form as the Continuing Education Student Recruitment Plan Form, just tick the change form option) then submit it to the Office of Industry Collaboration and Continuing Education Affairs for reference.

6. Entrepreneurship Subsidies for Teachers and Students
Implementation Guidelines for Encouraging Student and Teacher Enterpreneurs

Q1: Does the company need to be made up of teachers and students in order to qualify?
A1: The applicant company must have a faculty member (can be retired or on temporary transfer) or student (including graduates) from the University in the position of vice-president or higher, or holds more than 30% of the shares.

Q2: Can a company that has graduated apply?
A2: Companies that have graduated and are no longer a tenant do not qualify. The applicant company must be a new start-up and current tenant. It must also be a small and medium enterprise that has been registered for less than 3 years in the current year.

Guidelines for Encouraging Student and Teacher Participation in Entrepreneurship Competitions

A3: What are the conditions for student and teacher teams?
A3: The team must be made mainly of teachers and students from the University at the time of application. It must contain at least one current member of the University faculty and one current student.

Q4: What is the subsidy criteria for start-up competitions?
A4: This is targeted mainly at government start-up programs or competitions sponsored by the MOE, MoST or MOEA. Whether the program or competition qualifies for subsidies shall be determined by the Office of Industry Collaboration and Continuing Education Affairs. In principle, it covers national, open programs or competitions hosted by the above government units.

7. Faculty Evaluation

Q1: What should new faculty members with less than one year of service put down?
A1: Please write “newly appointed in (academic year) XXXX” in the “Re-appointment approved” field.

Q2: Are faculty members on temporary transfers considered to be on unpaid leave.
A2: Yes (determined by the Office of Personnel Services).

Q3: Do faculty members on temporary transfer to the University need to undergo a faculty evaluation by the NSYSU?

A3: They must undergo a faculty evaluation if they have been at the University for over 5 years (determined by the Office of Personnel Services).

Q4: Is the MoST principal investigator fee (class A or B research awards) calculated by “frequency”?

A4: Yes (in accordance with the applicable faculty evaluation regulations at the time)

Q5: How to score each NSYSU teaching award during faculty evaluations?

A5: Please refer to http://ctdr.nsysu.edu.tw/excellent_list.php for a list of all past winners of NSYSU teaching awards. The MOE and NSYSU awards between academic year 1987 and 2003 shall be treated as NSYSU “Excellent Teaching Awards.” (previously the Outstanding Teaching Award). Between academic year 2004 and 2009 the NSYSU teaching awards included Outstanding Teaching Award and Excellent Teaching Award.” The Excellent Teaching Award is to be treated as the “Teaching Excellence Award” now used. The University introduced the flexible salary system. Distinguished professors and outstanding teachers (teaching category) are therefore the same as “Teaching Excellence Award.”

Q6: Can the teaching and research awards be combined for an exemption from evaluation under Article 5 of the Faculty Evaluation Guidelines?

A6: Yes. Teaching and research awards can be combined for scoring purposes.

Q7: How to determine if a teacher is exempt from evaluation under the old system of the Faculty Evaluation Guidelines (before revision)?

A7: The “old system” of the Faculty Evaluation Guidelines (before revision) refers to the amended Faculty Evaluation Guidelines passed on December 24, 2010. It only applies to full-time faculty members on the University establishment who satisfy any of the following conditions. Faculty members who don't satisfy any of the following conditions should apply for an exemption under the current Faculty Evaluation Guidelines.

(1) Already employed by the University before October 20, 2011.

(2) Had not yet undergone a faculty evaluation since academic year 2012 (inclusive) (as determined by the Office of Academic Affairs).

Q8: How to apply for an exemption from evaluation?

A8: Exemptions from evaluation are processed in conjunction with the faculty evaluation list. The review is conducted annually and begins around October (actual time shall be as announced in writing by the Office of Academic Affairs). Applications for exemption from evaluation shall be submitted to their respective department, institute or center (supporting documentation should be included if possible) and submitted along with the faculty evaluation list to the relevant unit for review. Faculty evaluation rules can be viewed at the NSYSU Excellence in Teaching website / Regulations (select group) Teacher Evaluation.
Q9: What is the difference between exemption from evaluation and exemption from current evaluation?
A9: “Exemption from evaluation” is a lifetime exemption from evaluation. “Exemption from current evaluation” is an exemption from the current evaluation only and must undergo another evaluation after teaching for five more years.

8. Personnel Regulations

Q1: At my previous university, you had to maintain the payroll for Ph.D. researchers and research assistants, and apply for their payment yourself. Are these handled the same way or centrally in the NSYSU administrative system?
A1: 1. Postdoctoral researcher:
   (1) postdoctoral researcher recruited with MoST funding: Once their registration is complete, their payroll is maintained by the University.
   (2) postdoctoral researcher recruited with the approval of the NSYSU “Assistance and Employment Process for Recruitment of Outstanding Foreign Researchers and Teachers - Review Meeting”: Once their registration is complete their payroll and compensation is handled by their employer unit.

2. Research assistants:
   (1) If the “payroll to be maintained by employer unit” option is ticked in the NSYSU “Full-time Research Assistant Employment Form”:
      1. Due to differences in project funding sources, the source of funding may be adjusted in accordance with unit requirements and the payroll maintained by the employer unit.
      2. Once employees report to work, they should go to the NSYSU Single Sign-On Portal/Office of Accounting/Budget and Funding (Project Accounts) System and Office of General Affairs/Reimbursement Management System to create a payroll. Labor and National Health Insurance matters should be referred to the Administrative Services Division of the Office of General Affairs.
   (2) If the “payroll to be centrally managed by the University” option is ticked in the NSYSU “Full-time Research Assistant Employment Form”:
      1. Once the assistant completes the registration process, their payroll is centrally maintained by the University.
      2. If their compensation that month is not for the whole month then a separate payroll must be maintained by the employer unit.

Q2: If an new incoming faculty member had accepted the offer of a part-time teaching position at another university before accepting the offer for a full-time position at NSYSU, how should this be handled?
A2: To determine whether the new full-time faculty member may teach part-time outside of
the university, please ask the other university to issue a notice in writing. Once the notice has been received, the University will ask the faculty member’s department (institute), college and Office of Academic Affairs to provide an opinion. A decision shall then be made by the university president and the university offering the part-time position notified.

**Q3:** I had employed a full-time research assistant until 7/31 at my previous university but I reported for work at NSYSU some time later and the research assistant continued to assist on the project during this time. Can the salary application be backdated to 8/1?

**A3:** In accordance with resolution 3 of the 2006.06.07 executive meeting, units must go through the employment procedure approved by the university president before they may employ new research assistants. This is to avoid the situation of hiring without review. The date of employment for full-time research assistants can’t be earlier than the date their employment approved by the university president.
9. Appendix

National Sun Yat-sen University Teacher Employment Agreement

Amended and approved at the 227th Teacher Appeal Review Board on February 2, 2000
Amended and approved at the 251st Teacher Appeal Review Board on June 28, 2001
Amended and approved at the 254th Teacher Appeal Review Board on September 19, 2001
Amended and approved at the 302nd Teacher Appeal Review Board on April 27, 2006
Amended and approved at the 303rd Teacher Appeal Review Board on June 15, 2006
Amended and approved at the 311st Teacher Appeal Review Board on December 4, 2007
Amended and approved at the 317th Teacher Appeal Review Board on October 28, 2008
Amended and approved at the 323rd Teacher Appeal Review Board on October 8, 2009
Amended and approved at the 339th Teacher Appeal Review Board on January 12, 2012
Amended and approved at the 357th Teacher Appeal Review Board on October 17, 2013
Amended and approved at the 361st Teacher Appeal Review Board on May 15, 2014
Amended and approved at the 4th University Council of academic year 2013 on June 6, 2014

1. The teaching, research and service activities of the faculty should comply with the “University Code of Practice for Teachers”.

2. In addition to teaching, faculty members are also expected to provide counseling and mentoring to students.

3. The basic teaching hours of a faculty member are defined by the University’s “Calculation Guidelines of Hourly Pay for Teachers” and other relevant regulations. Those who apply for leave should arrange for substitution or make-up classes in accordance with the University’s “Rules on Taking Personal Leave for Teachers and Substitution and Regulations on Auditing Hourly Pay.”

4. If the unit to which the faculty member belongs to offers foreign language courses or evening classes, the faculty member is obliged to support the teaching and offering of such classes.

5. Faculty members are expected to undergo faculty evaluations in accordance with the University’s “Faculty Evaluation Guidelines” and other related regulations. Those who fail to pass the faculty evaluation conducted by the Faculty Evaluation Committee will no longer be re-appointed by the University.

6. All new full-time lecturers, assistant professors and associate professors appointed after December 3, 1999, must be promoted at least once within eight years or they will not be re-appointed.

7. Temporary transfers, research, lecture, advanced studies and sabbatical leave of faculty members are governed by the University’s “Guidelines for Faculty Temporary Transfer”, “Implementation Directions for the Overseas Lectures, Research, and Training of Faculty Members and Researchers”, “Regulations for Sabbatical Leave by Professors and Associate Professors” and other relevant regulations.
8. A faculty member intending to work or teach part-time must first obtain the approval of the University in accordance with the “Regulations for Faculty Members Working Part-time for For-Profit Enterprises/Groups” and “Principles for All Full-time Public School Faculty Members Working Part-time.” Faculty members are limited to teaching or working part-time no more than four hours a week outside of the University.

9. Faculty members undertaking external subsidized (commissioned) projects should comply with the “Ministry of Science and Technology Guidelines of Research Project Subsidy” and the University’s “Guidelines for Processing Non-MOST Cooperative Education Programs.” The agreement must be signed by the University. Faculty members may not and enter into agreements with external agencies for research projects without going through the University’s administrative process.

10. Faculty members undertaking subsidized/commissioned projects should comply not only with the provisions set by the subsidizing/commissioning unit but also comply with the relevant account laws and regulations in their use of funds.

11. The research output of faculty members while they are in the employ of the University should be handled in accordance with the University’s “Regulations for Management of Research and Development Outcomes and Technology Transfer.”

12. Faculty members engaged in teaching, instruction, training, evaluation, management, counseling or providing of work opportunities to students may not develop relationships that violate professional ethics in inter-personal interactions related to sex and gender.

If a faculty member believes that his/her relationship with a student may be in violation of professional ethics, he/she should actively avoid such interactions or report the matter to the University.

Faculty members should respect the sexual and bodily autonomy of other people and themselves. They should should making unwanted advances and must not engage in actions that violate sexual or gender equality.

In addition to the above regulations, faculty members must comply with the relevant laws and regulations such as the “Gender Equity Education Act”, “Act of Gender Equality in Employment”, “Sexual Harassment Prevention Act” and “Regulations on the Prevention of Sexual Assault, Sexual Harassment, and Sexual Bullying on Campus.”

13. Faculty members should adhere to the academic code of conduct. Violations will be dealt with by the University in accordance with the “Regulations for Breaches of Faculty Qualifications for Review and Academic Ethics.”

14. For faculty members who breach the appointment agreement and the relevant regulations, once the facts of the matter have been reviewed by the relevant University committees, their case may be referred to the Faculty Evaluation Committee for review. Serious offenses will be dealt with in accordance with Article 14 of the “Teacher’s Act”; if the severity of the offense does not reach the level specified in Article 4 of the “Teacher’s Act”, the Faculty Evaluation Committee shall determine the appropriate disciplinary action to take. This may include a block on salary rises, temporary transfers,
part-time work/teaching, sabbatical, or a temporary ban on applying for University awards and faculty qualification reviews.

15. If a faculty member does not intend to renew their appointment, the University should be notified in writing one month in advance. Those who wish to resign during their appointment period should obtain the approval of the University. Departing faculty members should complete the relevant handover procedures before their departure.

16. All other matters shall be handled in accordance with the relevant laws and University regulations.

17. This employment agreement shall be implemented with the approval of the University Council. Any amendments shall follow the same process.
Living Resources
Office of Library & Information Services website:
http://lis.nsysu.edu.tw/

1. Internet Resources

**E-Mail**
All faculty members may apply for an e-mail account. University correspondence and important notices are all sent by e-mail to all faculty and staff. Web mail is also available at http://email.nsysu.edu.tw. Please set a password and ensure it is secure.

Service Unit: Information System Division, Office of Library and Information Services 2522

**Using the Campus Wireless Network**
The instructions for using the NSYSU wireless network can be found at:

Service Unit: Networks System Division, Office of Library and Information Services 2513

**Internet Usage Regulations**

(Path: Office of Library and Information Services homepage - About OLIS - Regulations)

Service Unit: Networks System Division, Office of Library and Information Services 2516, 2517

**National Sun Yat-sen Cyber University (NSCU)**
Establish a diversified digital learning model which is integrated with course selection system and automatically imports all course information each semester. It also helps teachers break free of conventional teaching models and present their teaching materials in a diversified manner. The platform allows teachers to accumulate teaching resources as well as teaching history and activity information. It also allows students to adjust their learning progress based on their current situation and ability free from the constraints of time, space and distance. NSYSU digital learning platform website:
http://cu.nsysu.edu.tw

Service Unit: Information System Division, Office of Library and Information Services 2521

**NSYSU Single-Sign-On System**
Faculty members can use their employee ID and password to log into “iNSYSU - Single Sign-On System” (URL: https://sso.nsysu.edu.tw) to access related university information systems.

Service Unit: System Design Division, Office of Library and Information Services 2547
2. Information on Intellectual Property Rights

**Intellectual Property Rights Website**
The purpose of the website is to serve as the portal to intellectual property rights information for the entire University by providing related information to all teachers and students. It is also used as an opportunity to promote the correct IP rights concepts. The website is currently being re-designed and updated. In the future, the website will provide access to a rich range of information and the latest news updates.


**Intellectual Property Rights Legal Advice Mailbox**
The University has contracted with external units such as Lee and Li Attorneys-at-Law to provide legal advice to teachers and students at the University.

(Legal advice mailbox: galis@mail.nsysu.edu.tw)

**Campus Licensed Software**
The University currently provides the following campus licensed software: Windows operating system, Microsoft Office, Acrobat Pro, SAS, SPSS, Matlab, Simulink, Powercam, G Data and Sophos anti-virus software. These are provided under a common licensing agreement for students to download from FTP and borrow on CD-ROM so that teachers and students can use these software legitimately.


   Service Unit: General Affairs Division, Office of Library and Information Services 2464

**Freeware Service**
The use of freeware by teachers and students is also encouraged by the University to avoid the use of illegal software. The University has established a freeware website to provide BullzipPDFPrinter, R&Emacs, 7-ZIP, Daemon Tools Lite and other freeware to teachers and students at the University. Their use is encouraged for all students and teachers.


**Taiwan Intellectual Property Training Academy**
The Intellectual Property Office organizes training courses on IP rights for teachers every year to boost their knowledge of IP rights. Teachers are encouraged to attend the course to learn about the IP issues and solutions that they may encounter during teaching and research, and pass the correct concepts onto students as well.

(Taiwan Intellectual Property Training Academy: http://www.tipa.org.tw/)
**Campus Copyright Guide**

The Campus Copyright Guide is a tool book that is easy to read, understand and use provided by the MOEA Intellectual Property Office. It contains chapters on Basic Copyright Concepts, Libraries, University Administration and Computing Centers, The Internet, Research Activities and Teaching Activities. It provides simple explanations on intellectual property issues that teachers encounter during the use of school resources or while engaging in research and teaching activities.


**Course Reserves Area**

The NSYSU Office of Library and Information Services combines the requirements of each department (institute) to compile a list of all text books for the routine purchasing/recommendation each semester. A course serves area is also provided in the Library where students can acquire the class resources they need. This provides another channel for acquiring teaching materials. Faculty members are therefore encouraged to use the course reserves area to provide a central pool of course text books.

**Group Book Buys**

The University has commissioned Campus Press to order the text books needed by professors for teaching. At the start of each semester, professors in each department (institute) specify the reference books they will use during teaching. The numbers are compiled by each class/department/institute then ordered together through the Campus Press to reduce the financial burden of text books on students. Faculty members are asked to encourage students to go through the Campus Press and use group buys to acquire text books legally.

**Student Counseling for Copyright Infringement**

Students who are found to have violated intellectual property rights shall be penalized with a minor demerit in accordance with the Student Commendation & Discipline Method. A major infraction may be issued for serious violations. In addition to disciplinary action under University rules, the student will be given counseling by mentors and military training instructors to prevent re-offense. Faculty members who encounter similar situations should warn or mentor students so they can learn to comply with the law.

**3. Library Resources**

**Teacher Borrowing Limits, Periods and Special Borrowing**

(1) Full-time faculty members of the University and establishment researchers may each borrow 50 books. Each book may be borrowed for up to 180 days and renewed once. They may also ask up to
5 books to be held online; late returns incur a fine of $5 per book per day.

Please note the following:

1. If another reader has placed a hold for a book currently on hold then it may only be borrowed for 30 days. If the book has already been borrowed for more than 30 days it must be returned within 2 weeks; an e-mail reminder will be automatically sent by the system (to the University e-mail account).

2. Please confirm the e-mail address on record in the system with the counter before borrowing books from the Library for the first time or log into the Library account to update and confirm your e-mail address (Library website → Your Library Account → Update Personal Details). This is to ensure that you will receive the notifications sent by the Library system; overdue notices sent by the Library are provided as a reminder only. Readers are expected to track the expiry dates of the books they borrowed, or login into “Your Account History” on the Library website to confirm the due date. Not receiving the overdue e-mail is not a valid reason for non-return or non-payment of overdue fines.

(2) Faculty members may apply for “Special Borrowing” of books purchased with project funding. The loan period shall run until the end of the project, and shall not be subject to personal borrowing limits or periods.

Service Unit: Circulation Division, Office of Library and Information Services 2421

**“Additional Borrowing Card” for Dependents**

Spouses and relatives of the first degree may apply for an “Additional Borrowing Card.” Please fill out an application at the Circulation Counter on 3F and provide a personal portrait of the dependent. Books borrowed on the additional card count towards the faculty member’s own personal borrowing limit. The borrowing period is the same as for faculty members.

Service Unit: Circulation Division, Office of Library and Information Services 2421

**Audio-Visual and Microfilm Services**

The Library collection includes audio-video multimedia information on DVD, VCD, laser disc, video tapes and audio tapes. Public presentation editions can be provided for research and teaching purposes. Full-time faculty members may borrow all types of materials from the multimedia collection using their borrowing card for teaching purposes. They may borrow up to 5 items each time for 5 days (not including weekends and closed days). Online hold and renewal is not available. Website: http://www.lib.nsysu.edu.tw/mul_media/ *

Service Unit: Reference Service Division, Office of Library and Information Services 2451

**Course Reserves Service**

Faculty members of the University may apply to the Library to designate course-related reference
materials (books in the Library collection, or the originals of provided course materials) as course reserves. The Library shall group the designated books in the “Course Reserves Area” for students taking the course to read or borrow for a short time.

Service Unit: Circulation Division, Office of Library and Information Services 2423

**Electronic Resource Inquiries and Reference Services**

The Library subscribes to many databases and e-journals. These can be accessed from the Office of Library and Information Services homepage through the Databases link. The desired resources are sorted by topic and requirements. Direct access to databases are available on campus. User authentication is required to connect and query the databases from off-campus.

Inquiries can also be made in person at the Library or by phone and e-mail. Reference service personnel can then provide answers or referrals on the use of collection or electronic resources, and other references.

Service Unit: Reference Service Division, Office of Library and Information Services 2451

**Recommend a Book Service**

Faculty members at the University can use the Recommend a Book System (http://cat01.lib.nsysu.edu.tw/WEBLINK/) from this Office’s website to recommend book resources.

To ensure the optimal use of funding, each person is limited to recommending 5 books per month with a total cost not exceeding $3,000.

Service Unit: Acquisition and Cataloging Division, Office of Library & Information Service 2410

**Library Resource Utilization Course**

The Library organizes seminars to explain and teach the use of the various electronic resources each semester. The seminars help teachers and students make the most use of the Library’s resources and compiled information for academic research and reports.

Service Unit: Reference Service Division, Office of Library and Information Services 2451

**Inter-Library Cooperation (Online Application)**

The Library is member of the Interlibrary Cooperative Association, and 7-University (NCKU, CCU, NCHU, KMU, NUK, NCTU, and NCCU) Document Delivery Service. The borrowing of books or copying of documents from overseas libraries such as the British Library can also be requested if necessary.

Instructions for interlibrary book borrowing or document copying are provided under this Office’s “Borrowing Services → Online Interlibrary Cooperation”. Please visit the “Nationwide Document Delivery System (NDDS) http://ndds.stpi.narl.org.tw/ and register a personal account (one per person) and complete the verification process to begin use.

Service Unit: Reference Service Division, Office of Library and Information Services 2456

**Interlibrary Borrowing (In-person Borrowing)**

The NSYSU Library has signed interlibrary borrowing service agreements with more than 40
university libraries including NTU, NCCU, NTHU, and NCTU. To borrow a book from a library, please bring your borrowing card to the 3F of the Library and borrow a “Borrowing Card” before going the external library to borrow books.

To borrow books in person from the NCKU, CCU, NCCU, NUK, KMU or NKNU, please visit this Office’s “Library Services → In-person Interlibrary Borrowing” to learn about the related rules. Next, fill out an application in the identity verification system. You can then take the identity verification form to the other University and apply for access.

Service Unit: Circulation Division, Office of Library and Information Services 2421

**Arts and IT Events at the Library**

This Office hosts various arts and IT-related events at different times. The event formats include exhibitions, seminar, speeches, meetings and symposiums. All students and teachers are welcome to attend.

Service Unit: General Affairs Division, Office of Library and Information Services 2463

**Table of Office of Library and Information Services Hours**

<table>
<thead>
<tr>
<th></th>
<th>Opening Hours</th>
<th>Library</th>
<th>Audio-Visual database Catalog services</th>
<th>Computer classroom</th>
<th>Study Hall</th>
<th>1F Study Carrel</th>
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**Service Unit**

- Circulation and Collection Division 2426
- Reference Service Division 2451
- Division of General Affairs 2464
- Circulation and Collection Division 2426

**4. International Relations**

The primary missions of the Office of International Affairs is to promote the internationalization of the University and promote international relations; the Office is organized by function into three divisions and one teaching center:

- Division of International Relations: Responsible for establishing university partnerships, international academic exchanges, reception of foreign guests, and training of student ambassadors.
- Division of Student Exchange: Responsible for the selection of overseas exchange students, applications by foreign exchange students, and overseas study aid.
- Division of Overseas ad International Degree Student Affairs: General supervision over counseling of
overseas compatriot, foreign, and Mainland students, and other related affairs.

■ Chinese Language Center: Responsible for Chinese language studies by foreign students and other related Chinese language promotion services.

Additional mission-oriented units:
NSYSU America Center: Promotion of Taiwan-US academic exchanges and local understanding of the US.
NSYSU EU Center: Promotion of Taiwan-EU academic exchanges and local understanding of the EU.

The key tasks of the Office are as follow:

**Boost ties between NSYSU and foreign academic institutions**
This Office works actively to boost exchanges and cooperation with foreign universities. These include the forming of university partnerships and the promotion of concrete exchanges. Faculty members are encouraged to contact this Office before attending international conferences to ask for related information, visit nearby foreign academic institutions, and promote effective exchanges between the NSYSU and foreign universities.

Service Unit: Division of International Relations, Office of International Affairs 2634

**Outgoing Exchange Program & International Student Scholarship Program**
The University has 177 partner universities (as of August, 2016) spread throughout 36 countries in Asia, Oceania, the Americas, and Europe. Exchange student programs have also been signed with 134 partner universities. Students are sent to or accepted from partner universities for 1 semester or 1 year on international exchange every year. Students can also apply to study professional credit courses at famous foreign universities or take part in the NSYSU “International Dual-Degree Program.” Students can opt for the 3+2 model (3 years in NSYSU undergraduate program + 2 years in foreign Master program) or the 1+1 program (1 year in NSYSU Master program + 1 year in foreign Master program) to receive simultaneous degrees from both NSYSU and a foreign partner university. Financial assistance through the “International Student Scholar Program” is available for all of the above programs. Faculty members will hopefully encourage students to take part in international exchange activities.

**Subsidy for Teachers Who Offer Short-Term Overseas Training Courses**
This Office began offering the “Subsidy for Teachers Who Offer Short-Term Overseas Training Courses” in academic year 2009. Faculty members at the University travel with students during the winter and summer breaks for further studies at foreign partner universities. Apart from arranging for lectures by foreign teachers, visits to businesses (institutions) and course discussions are also
integrated to enhance understanding of the local culture, humanities and social structure. Apart from providing faculty members with an overseas travel allowance, participating students also receive partial subsidies as well. Details of the subsidy rules are as announced on the website of this Office.

Service Unit: Division of Student Exchange, Office of International Affairs 2635, 2243

**Inviting Faculty Members to Provide Host Families for Overseas Students**

Most overseas students (overseas compatriots, foreign students, Mainland students) come to study in Taiwan by themselves. Differences in cultural background, habit and basic education means students can have difficulty adapting to life and studies in Taiwan. Support and encouragement from everyone is therefore needed during their time here; the Office extends its sincere invitation to faculty members interested in serving as host families. There are no specific obligations attached to being a host family. The assigned student does not have to live with the host family as well. You are only asked to invite the student to take part in your family events during holidays and festivals, or family trips and gatherings. Expressions of support and assistance should also be given when necessary so they can feel at home. Invitations will be sent to teachers’ mailboxes in September each year. We hope you will take part in this worthwhile endeavor.

Service Unit: Division of Overseas & International Degree Student Affairs, Office of International Affairs 2241

**Assistance with Teaching English Courses**

Continued internationalization is a goal that the University is actively working to realize. The current focus is on expanding international admissions. For most foreign students the main sticking point has been the language barrier. This Office not only provides additional assistance on Chinese language courses but has also asked the Office of Academic Affairs to encourage faculty members to offer English courses. This will not only contribute to their self-development but also raise the international profile of each department (institute).

Service Unit: Division of Overseas & International Degree Student Affairs, Office of International Affairs 2242

**5. Campus Safety and Student Counseling**

**Student Safety on Campus**

The University's Advice and Guidance Division currently consists of 1 division chief (position held by military training instructor), 3 military training instructors, 2 campus security guards for a total of 6 full-time personnel. The division is responsible for students’ military training instruction and lifestyle counseling. The main service and guidance categories include student dorm and rental guidance, student loan, student concessions, assistance for disadvantaged students, emergency student assistance, student insurance, student military service, military training instruction and handling of student accidents (disease, sports injury, traffic accidents, dispute resolution etc.).

Military training instructors (campus security) are on duty on campus every day. They are responsible
for dealing with student problems on and off campus, as well as the handling and reporting of campus emergencies.

To strengthen the ability to provide students with assistance and guidance, a primary college is assigned to each military training instructor. The military training instructor is tasked with assisting the college with handling and reporting student problems in each department (institute). The military training instructor counselor of each college is as follows:

1. College of Engineering: Military training instructor Liu, Wen-bing ext. 2900
2. College of Marine Sciences: Military training instructor Huang, Chi-lun ext. 2903
3. College of Liberal Arts: Military training instructor Ho, Hsin-ju ext. 2902
4. College of Science: Military training instructor Ho, Hsin-ju ext. 2902
5. College of Social Sciences: Military training instructor Kong, Fan-chang ext. 2905
6. College of Management: Military training instructor Kong, Fan-chang ext. 2905

Recommendations:
1. The University’s location in a tourist and scenic area of Kaohsiung City means there's significant outside traffic and visitors. This complicates the security situation and has a potential impact on student safety. As a result, students often have property stolen from their motorcycles’ storage bins. Unsecured property may also be stolen while they are in public campus spaces or playing basketball. Faculty members should stay alert and remind students to do the same on campus.
2. Students are frequently involved in motorcycle accidents. An analysis of the causes found that most accidents were due to speeding, failure to maintain a safe distance, and inattention. Teachers are asked to assist in requiring and promoting traffic safety.
3. To maintain the tranquility of the teaching and dorm areas, no motorcycles are allowed in the teaching, administrative and student dorm areas on campus. Students who violate the vehicle ban of the dorm area for 3 times or more will be expelled from the dorm. Non-dorm students will be disciplined in accordance with the Student Commendation and Disciplinary Method.
4. Students often use inconvenience and short distance as an excuse to not wear helmets while riding motorcycles on campus. Faculty members are asked with counseling students against such blatant disregard for safety and dangerous behavior.
5. The Advice & Guidance Division offers a 24-hour service and emergency contact number. Faculty members who require assistance with student issues should call the mobile number 0911-705-999 or campus extension 5999 for immediate assistance by the military training instructors.

Service Unit: Advice & Guidance Division, Office of Student Affairs 2900 ~ 2910

Student Counseling
The University introduced the department (institute) counseling system in 2002. Department (institute) student advisors are assigned by every college to provide students with someone to talk to. The student advisors are on duty until 9PM between Monday and Thursday. Evening counseling services are also
provided in the dorm area to give students with more flexibility in when to seek counseling services. A comprehensive campus counseling service network has also been set up with the cooperation with the student advisors. Teachers are encouraged to refer students with psychological issues to the department (institute) student advisor on ext. 2238 or by e-mail (counsel@mail.nsysu.edu.tw) for more advanced assistance. The main services include:

1) **Individual counseling:** The University has five full-time student advisors available for one-to-one interviews with students. Explorations of past experience and inner feelings can be conducted in an accepting and confidential environment. Students can book in advance for individual counseling sessions on issues such as family relations, inter-personal relations, emotional issues, career development, learning strategy and self-discovery. Psychiatrists have also been appointed on a part-time basis to provide rostered services to assist students with suspected mental illness with diagnosis and treatment. Faculty members are encouraged to provide referrals for discussion.

2) **Group counseling:** The student advisors provide group counseling sessions on a variety of topics of interest to students every semester. Between 8 ~ 10 2-hour group sessions are held each semester. Students can learn through these gatherings how to express themselves, learn more about themselves, as well as how to interact and learn with other students. Faculty members are encouraged to inform and introduce students to these sessions.

3) **Psychological Testing:** The tests used by the University were all developed through scientific methods. They are primarily aimed at helping students understand their own mental condition. This will enable them to evaluate their own strengths and weaknesses in preparation for self-growth. The student advisors conduct class-level group psychological testing and interpretation seminars for freshmen and new Master/Ph.D.students every year to help students adapt to their new surroundings. More than 20 psychological tests on career, learning, relationships, personality and adaptation are currently available. Faculty members are welcome to call and book class-level testing and interpretations with the student advisors.

4) **Resource classroom service:** The University Resource Classroom is staffed by full-time counselors dedicated to assisting students with physical or mental handicaps on campus. These include psychological, lifestyle, social, academic and career counseling for students, and links to off-campus resources. A transition conference is convened before student admissions and graduations to hopefully provide students with comprehensive support.

Also attached below is the University’s crisis management procedure for dealing with student depression, self-harm, attempted suicide and death by suicide. It is provided to faculty members for reference.

Service Unit: Counseling & Career Development Division, Office of Student Affairs 2238
Resource Classroom: 2281-2282, 2262
6. Career Counseling

Counseling and Career Development Division organizes the “Career Interest Exploration and Planning” event to help students explore their career direction and boost their employability. Online versions of the “Career Interest Exploration Scale” and “Competency Assessment Scale” are also available.

The Counseling Division can arrange for students to be tested with the scale. The results are then explained and used in career counseling. This event is available through group bookings. The service can be provided in-class by the Counseling Division and bookings from teachers are welcome. This activity helps students in the two following ways:

(1) Think then act. The test will hopefully motivate students to engage in self-discovery. Once they understand their own traits and interests they can start thinking about the future.

(2) Help students clarify their problems and direction through counseling direction. Teach students how to use on and off-campus activities and resources to enrich their own professional skills and soft power.

Service Unit: Counseling & Career Development Division, Office of Student Affairs 2260-2263
7. National Sun Yat-Sen University Student Depression and Self-harm Case Management Procedure

Approved during the 2nd Administrative Meeting of the 2nd Semester of 2007-Academic Year on 03-12-2008

Person asking for help, Person reporting situation

Respective Department/Institutes → Physical & Health Division → Living Guidance Division → Student Advisor → Counseling Division → University Police → Classmates → Police Station

Counselor-Instructor: Make initial contact

Counselor-Instructor Office 24-Hour Report Direct Line: 0911705999

Notify University Security

Counseling Division coordination - contact hotline: 0956-615-995
1. Go to location with Student Affairs staff.
2. Notify student parents, advisor and head of dept./institute
3. If assessed to be a crisis case, then activate NSYSU “Joint Crisis Management Procedure by Counseling & Career Development Section and Student Advisor”

If Immediate Medical Attention Required
Use following indicators to assess whether the subject is threat to self or others:
1. Cannot communicate with others
2. Emotionally or behaviorally unstable
3. Delusional or hallucinating
4. Drug or alcohol abuse
5. History of self-harm
6. Lack of social support (such as living alone, no family or friends)

Take appropriate action:
1. To reduce risk of self-harm or suicide.
2. Arrange for caretaker and protective environment.
3. Case management and follow-up counseling/treatment
4. Referral

No

Yes

1. Obtain parental consent
2. Assist with getting medical attention

Visit hospital to learn about subject background and provide appropriate assistance

Ask for medical assistance
1. Call 119
2. Contact local police and fire station

Dean of Student Affairs: form crisis management team.

Physical & Health Division
1. Provide counseling and health care information to students and parents
2. Serve as professional communication channel between subject’s family and health care institution
3. Case follow-up and reporting

Counseling Division
1. Maintain contact with mental specialists during subject’s hospital stay and provide necessary psychological counseling
2. Arrange for mid to long term psychological consultation and life adjustment counseling
3. Case follow-up and reporting

Living Guidance Division
1. Provide accommodation for the subject after hospital stay
2. Assist in living arrangements for subject’s family
3. Follow-up on subject’s progress and reporting
4. Case follow-up and reporting

Respective Department/Institutes → Dept./Institute Office → Head of Dept./Institute: Provide support, assist with leave, and make-up sessions for missed class

Student advisor: Arrange for support, academic, and counseling & career services.

Counseling & Career Development Section: Provide assistance and support to students and their families.
8. National Sun Yat-sen Attempted Suicide Crisis Management Procedure

Approved during the 2nd Administrative Meeting of the 2nd Semester of 2007-Academic Year on 03-12-2008
Approved during the 3nd Administrative Meeting of the 2nd Semester of 2008-Academic Year on 03-18-2009

Person asking for help, Person alerting of the situation

Counselor-Instructor Office: Make contact and assess whether immediate medical attention is needed

Counselor-Instructor Office 24-Hour Report Direct Line: 0911705999

Counseling Division

1. Go to location with Student Affairs staff
2. Notify student parents, advisor and dept./institute supervisor.

Dean of Student Affairs: form crisis management team.

Office of Secretariat
- Respond to media
- Designate spokesperson for all official statements

Dept./Institute (incl. advisor):
- Arrange for class counseling
- Monitor students for potential impact and refer emotionally unstable students to Counseling Division
- Provide academic assistance, ask classmates to assist, arrange for make-up classes and other readjustments

Counseling Division
- Implement small group counseling and emotional testing
- Stay in close contact with mental specialists while subject is receiving medical attention and provide the necessary counseling
- Continue to provide psychological counseling after discharge and assist with readjustments
- Notify the Suicide Prevention Center
- Document the crisis management process

Living Guidance Division:
- Provide student with assistance beyond medical treatment
- Contact student’s parents
- Notify University Security
- Follow-up on the case and report situation

Respective departments/ institutes

Physical & Health Division

Living Guidance Division

Student Advisor

Counseling Division

University Police

Fellow student

Police Station

Notify University Security

Office of Secretariat

Debt./Institute (incl. advisor):

Counseling Division

Living Guidance Division

Administrative Services Division:
- Inspect campus safety and improve on safety facilities

Office of Secretariat

Debt./Institute (incl. advisor):

Counseling Division

Living Guidance Division

Administrative Services Division:
9. National Sun Yat-sen Suicide Crisis Management Procedure

Approved during the 2nd Administrative Meeting of the 2nd Semester of 2007-Academic Year on 03-12-2008
Approved during the 3rd Administrative Meeting of the 2nd Semester of 2008-Academic Year on 03-18-2009

Person asking for help. Person alerting of the situation

Respective departments/institutes

Physical & Health Division

Living Guidance Division

Student Advisor

Counseling Division

University Police

Classmates

Police Station

Counselor-Instructor: Make initial contact
Counselor-Instructor Office 24-Hour Report Direct Line: 0911705999

Notify University Security

Counseling Division coordination - contact hotline: 0956-615-995
Go to location with Student Affairs staff.
Notify student parents, advisor and dept./institution supervisor.

Dean of Student Affairs: form crisis management team.

Office of Secretariat
- Respond to media
- Designate spokesperson for all official statements

Counselor-Instructor
Contact student’s parents
Notify University Security
Assist with police investigation
Assist with funeral arrangements

Living Guidance Division
- Grief counseling
- Suicide prevention notification

Counseling Division
- File student insurance claim
- Distribute condolence payment

Department (Institute)
- Provide explanation to department
- Provide family, faculty and students with emotional support
- Monitor students for impact and prevent copycat effect
- Arrange for class counseling

School-wide promotion of Self-harm prevention and life education

Class/Dorm grief counseling

Not

Not

Adjusting

Individual counseling

1. Provide information on University counseling resources
2. Provide information on physical and mental self-tests

High-risk group Small-group counseling

Not Adjusting
10. Campus Life and Sports Facilities

Dorm Application
Faculty members on the University establishment may apply for loan of campus or off-campus dorms. There are two dorm types available: multi-room staff dorm and single-room staff forms. To apply for a dorm, fill out the Faculty/Staff Dormitory Application (if applying for a multi-room staff dorm please include household registry transcript of photocopy of household registry. Scholars returning from overseas should provide supporting documentation) and register with the Facilities Management Division. Those who receive a dorm assignment notification should complete the loan procedure including the signing and notarization of the dorm loan contact, and move in within 15 days. The notarization fee and other dorm-related fees must also be paid by the applicant. For more dorm information, please visit the Office of General Affairs Facilities Management division webpage \ Staff Dorm Area.

Service Unit: Facilities Management Division, Office of General Affairs

Office Furniture
The University provides new faculty members with an office desk, chair and portable cabinet. Interested users should apply with the Facilities Management Division.

Service Unit: Facilities Management Division, Office of General Affairs

Art Activities
The Sunshine Art Festival (Mar - Jun) and Sizihwan Art Festival (Sep - Dec) are regularly held at the Art Center (C.K.S. Villa) every year. The programs include music, theater, dance, seminars, and visual arts. The festivals bring the University closer together with the local community and admission is free for local residents, providing the people of southern Taiwan with an additional opportunity for participating in art activities.

Service Unit: Performance and Exhibition Division, Art Center

Sports and Fitness (Gym Opening Times)
The University offers a comprehensive range of sporting facilities including the gymnasium, athletics field, swimming pool and various outdoor playing fields to provide the faculty and students with a great sporting environment. According to the “Rules and Conditions for the Use of National Sun Yat-sen University Sports Centre”, the sports pass or sports card provides access to the gymnasium, swimming pool, tennis court and fitness center during the paid admission hours. The remaining outdoor playing fields can be used for free when available. All University faculty and staff members as well as their dependents may apply for the sports pass or purchase the sports card at designated locations.

Service Unit: Physical & Health Division, Office of Student Affairs (extensions provided below)
Gymnasium (ext. 2801)
※Availability during the Semester
Mon ~ Fri 08:00 ~ 21:45 (free admission with campus ID)
Sat, Sun 14:00 ~ 17:45 (NSYSU students with the sports, or present student ID and 1 school
sports ticket; NSYSU faculty, staff, police (worker) and dependents
may present sports pass or present ID and 2 school sports tickets;
concession card and 1 outsider sports ticket)

※Opening Hours during Winter and Summer Breaks
Mon - Fri 08:00 - 16:50 PM (free admission with campus ID); Fri 10:00 - 16:40 (free
admission with campus ID)
Not open on Saturdays and Sundays

Fitness Center - 3F, Gymnasium (Ext. 2806)
※Availability during the Semester
Mon -Fri:
10:00 - 13:45 (free admission with campus ID)
14:00 - 20:45 (NSYSU students with the sports, or present student ID and 1 school sports
coupon; NSYSU faculty, staff, police (employee) dependents may present sports pass or present ID and 2 school sports coupons; concession card and 1 outsider sports coupon)
Sat, Sun:
14:00 - 17:45 (NSYSU students with the sports pass, or present student ID and 1 school sports
coupon; NSYSU faculty, staff, police (employee) dependents may present sports pass or present ID and 3 school sports coupons; concession card and 1 outsider sports coupon)

※Opening Hours during Winter and Summer Breaks
Mon - Fri:
10:00 - 13:45 (free admission with NSYSU student or employee ID)
14:00 - 16:45(NSYSU students with the sports, or present student ID and 1 school sports
coupon; NSYSU faculty, staff, police (employee) dependents may present sports pass or present ID and 2 school sports coupons; concession card and 1 outsider sports coupon)
Not open on Saturdays and Sundays.
Opens in mid-March and closes in mid-November each year as announced by the Physical & Health Division; the opening hours are the same during the semester and summer/winter breaks. Pool is closed on Mondays.

**Tennis Court (ext. 2834)**
Open all year-round during the semester and summer/winter breaks.

**Outdoor Basketball and Volleyball Court Lighting (ext. 2831)**

<table>
<thead>
<tr>
<th>Availability during the Semester</th>
<th>Opening Hours during Winter and Summer Breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon - Fri 18:00–21:00 (No lights during rain, lighting, or poor weather)</td>
<td>No lights in the evening during the summer and winter breaks</td>
</tr>
</tbody>
</table>

Note: 1. All venues are closed during public and University-announced holidays.
2. Individual sporting venues may not be available due to poor weather or group hire. These shall be announced by the Physical & Health Division.

**Sports Pass**

2. Eligibility:
   1. School Sports Ticket: Limited to NSYSU faculty, staff and employee dependents (limited to spouse and direct relatives; spouse must apply for Spouse ID to use school sports card. Please bring 1 x 1” photo, affiliate ID, household registry or photocopy of personal ID to the Physical & Health Division office during business hours to apply. Processing fee is $50 and
pass may be collected in the afternoon of the following day), NSYSU students, alumni and retired personnel.

2. Concession Sports Ticket: Limited to residents of the 10 boroughs in South Gushan, and children under 140cm in height

3. Fee: Each ticket contains 10 coupons. School Sports Ticket is $150, Concession Sports Ticket is $500 and Outsider Sports Ticket is $600.

4. Applicable Venues: ◎ Gymnasium ◎ Swimming Pool ◎ Tennis Court

5. Usage: Multiple people (in the same category) may use 1 ticket. There is no expiry date but lost tickets will not be re-issued.


School Sports Pass

1. Eligibility: Limited to NSYSU faculty, staff and employee dependents (limited to spouse and direct relatives), NSYSU students, alumni and retired personnel.

2. Fee: 1st year student $300, other students $600, exchange students (6 month) 300元, other categories $1200.

3. Expiry date: 1 year from date of issue.

4. Applicable Venues: ◎ Gymnasium ◎ Swimming Pool ◎ Tennis Court

5. Usage: Present ticket for admission with no tickets required. May only be used by the pass holder. If pass is lost, please bring photo and pay $50 processing fee.

6. Applications: Gymnasium 2F Office

7. Application method: Please bring 1 x 1” photo between Mon ~ Fri during business hours. Students should indicate name, department/year, and student ID; Faculty, staff, police, employees and dependents should indicate name, unit, and extension. Deliver photo along with processing fee to the Physical & Health Division, and also present ID (Students please present student ID, faculty, staff, police, employee and dependents should present ID, spouses please present household register or photocopy of ID card). The pass can be collected in the afternoon of the next working day.

11. Medical Services

The University is drawing on private-sector experience to improve the quality of medical services by partnering with external doctors. The Health Center has been outsourced with a family medicine and dental clinic established. All NSYSU faculty, staff, employees and their spouses/dependents as well as students who present their National Health Insurance Card and Employee ID/Student Card at registration will have their registration fee and NHI partial payment (NT$100 in total) waived. A 15% discount also applies to all self-funded dental items. The Physical & Health Division also provides first-aid and wound treatment, health
consultation, blood pressure/body fat/physical fitness measurements, first-aid supplies and loan of health books.

Service Unit: Physical & Heath Division, Office of Student Affairs 2250~ 2253

**Health Center Clinic**
(Opening hours vary from semester to semester. For the latest information, please contact the Health Center on ext. 2255/2254, the Physical & Health Division on ext. 2250 ~ 2253, or visit the Physical & Health Division webpage.)

**Family Medicine Clinic (ext. 2255)**
※Availability during the Semester
Mon ~ Fri 8:30-12:00; Additional afternoon clinic on Tue, Wed and Thu 13:00-15:30; closed on Saturdays and Sundays.
※Opening Hours during Winter and Summer Breaks
Mon ~ Thu 8:30-12:00; Closed afternoons and Fri ~ Sun

**Dental Clinic (ext. 2254)**
※Availability during the Semester
Mon ~ Fri 9:30-12:00, 14:30-17:30; closed Saturdays and Sundays.
※Opening Hours during Winter and Summer Breaks
Mon ~ Fri 9:30-12:00, 14:30-17:30; closed Saturdays and Sundays.
Telephone: 525-0055, 525-0077  Note: Please book in advance

**12. Venue Rental**
This Center offers the Art Center and International Research Building conference rooms (Kwang-Chung Hall, Wah Lee Hall, 2 lecture halls, 3 small conference rooms on 5F) for the use of University and external units. Available equipment include single-lens projectors, wired and wireless microphones, audio-video players and screens. The Art Center is the largest performance venue of the University. Located to the front and right of the Administration Building, it is the 4-story building opposite the Gymnasium Building at the foot of Wanshou Mountain. The seating capacity of 1374 makes it suitable for hosting concerts, stage performances and large conferences.

Service Unit: Performance and Exhibition Division, Art Center

**Group Rental of Sports Venues (ext. 2801)**
University units hosting or organizing competitions and events should print and fill out the application form from the Physical & Health Division Venue Booking Management System (http://140.117.147.235/BSMS/schedule/for_all/index.php) and deliver it to the Gymnasium 2F Office 1 week to 1 month in advance. The period of use should not conflict with important University events.
and should in principle be held during evenings, weekends, public holidays or summer/winter breaks. The same principle applies for outside groups as well. Please download the “Management Regulations for Use of Sports Venues” from the Physical & Health Division of the Office of Student Affairs webpage for the relevant procedure.

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

**Student Activity Center Venue Rental**

1. **Venue Type**
   - (1) Paid venues: Performance Hall Multi-Purpose Hall, Dance Classroom
   - (2) Student Center public spaces provided for the use of student clubs include Room East 3021, Room West 4018, Room East 6005, Room East 6006, and the open spaces.

2. **Application Process**
   - (1) Club or on-campus activities must submit a formal application and receive approval before they may borrow the venue.
   - (2) The borrowing unit must pay the assessed fee at the Extracurricular Activities Division before the activity.
   - (3) The venue should be cleaned after the activity before being returned.

3. **Rates**
   - (1) As set out in the “Student Activity Center Venue Rates and Terms of Use”.
   - (2) The rates are as follow:

<table>
<thead>
<tr>
<th>Venue</th>
<th>Maintenance Fee (per session)</th>
<th>Air-conditioning Fee (per Hour)</th>
<th>Utilities Fee (per session)</th>
<th>Bond (per event)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>University Unit</td>
<td>Outside Unit</td>
<td>University Unit</td>
<td>Outside Unit</td>
</tr>
<tr>
<td>Performance Hall</td>
<td>3,000</td>
<td>10,000</td>
<td>500</td>
<td>1,000</td>
</tr>
<tr>
<td>Multi-Purpose Hall</td>
<td>2,000</td>
<td>5,000</td>
<td>250</td>
<td>1,000</td>
</tr>
<tr>
<td>Dance Classroom</td>
<td>1,000</td>
<td>2,000</td>
<td>No air-conditioning</td>
<td>No air-conditioning</td>
</tr>
</tbody>
</table>

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

**Info-Library Services Building Venue Hire**

This Office offers the front and rear halls, central art gallery, B1 video conference room, and 2F research rooms for hire. These can be used for seminars, speeches, meetings and conferences.

Service Unit: General Affairs Division, Office of Library and Information Services 2461

139
## 13. Faculty and Staff Clubs

<table>
<thead>
<tr>
<th>No.</th>
<th>Club Name</th>
<th>Members</th>
<th>Date</th>
<th>Activity Time</th>
<th>Location</th>
<th>Unit/President/Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Flower Arrangement Club</td>
<td>21</td>
<td>Fridays</td>
<td>12:00 - 14:00</td>
<td>Room 7007-1, 7F, Administration Building</td>
<td>Office of Secretariat/ Division Chief Ai-chi Tsai/ ext. 2730</td>
</tr>
<tr>
<td>2</td>
<td>Aerobics Club</td>
<td>60</td>
<td>Mondays, Tuesdays, Wednesdays, Fridays</td>
<td>12:10 - 13:30, 12:10 - 13:00</td>
<td>Rhythms Classroom</td>
<td>Center for General Education/ Prof. Hsiao-tao Hsu/ ext. 5865</td>
</tr>
<tr>
<td>3</td>
<td>Faculty and Staff Christian Fellowship</td>
<td>48</td>
<td>Mondays</td>
<td>12:00 - 14:00</td>
<td>Faculty, Staff and Families Association Classroom</td>
<td>Department of Physics/ Prof. Hsiung Chou/ 3722. Contact person: Joint Center for High Valued Instruments/ Liang-chu Wang/ 4073</td>
</tr>
<tr>
<td>4</td>
<td>Catholic Association</td>
<td>16</td>
<td>Every other Tuesday</td>
<td>12:00 - 13:00</td>
<td>Garden Cafe</td>
<td>Department of Marine Engineering/ Prof. Bang-fuh Chen/ ext. 5065</td>
</tr>
<tr>
<td>5</td>
<td>Yan Xin Qigong Club</td>
<td>15</td>
<td>Tuesdays</td>
<td>12:00 - 13:00, 17:00 - 18:30, 12:00 - 13:00</td>
<td>Classroom 0028, College of Engineering</td>
<td>Institute of Education/ Associate Prof. Huseh-hua Chuang/ ext. 5898</td>
</tr>
<tr>
<td>6</td>
<td>Basketball Club</td>
<td>34</td>
<td>Tuesdays</td>
<td>18:00 - 21:00</td>
<td>3F Basketball Court, Gymnasium or Outdoor Basketball Court</td>
<td>Department of Marine Biotechnology and Resources/Prof. Ruo-shan Tseng/ ext. 5033 Institute of Marine Geology and Chemistry/ Hsiao-wei Hsu/ ext. 5134</td>
</tr>
<tr>
<td>7</td>
<td>Table Tennis Club</td>
<td>38</td>
<td>Monday – Friday</td>
<td>12:00 - 14:00, 16:00 - 18:00</td>
<td>Table Tennis Room, Gymnasium</td>
<td>Center for General Knowledge/ Assistant Prof. Kai-yang Lo/ ext. 5678</td>
</tr>
<tr>
<td>8</td>
<td>Badminton Club</td>
<td>47</td>
<td>Monday – Friday</td>
<td>12:00 - 14:00</td>
<td>3F Badminton Court, Gymnasium</td>
<td>Department of Biochemistry/ Prof. Ming-hong Tai/ ext. 5821</td>
</tr>
<tr>
<td>9</td>
<td>Tennis Club</td>
<td>22</td>
<td>Wednesdays</td>
<td>16:00 - 18:00</td>
<td>Tennis Court</td>
<td>Department of Physics/Prof. Der-jun Jang/ ext. 3739</td>
</tr>
<tr>
<td>10</td>
<td>European Flower Arrangement Club</td>
<td>17</td>
<td>Every other Friday</td>
<td>16:30 - 18:30</td>
<td>Room B3013, Building of Marine Resources, College of Marine Sciences</td>
<td>Department of Marine Biotechnology and Resources/ Prof. Meng-hsien Chen/ ext. 5028</td>
</tr>
<tr>
<td>11</td>
<td>Yoga Club</td>
<td>29</td>
<td>Thursdays</td>
<td>17:00 - 19:00</td>
<td>Rhythms Classroom, Gymnasium</td>
<td>Department of Applied Mathematics/ Prof. Mongna Lo/ ext. 4660</td>
</tr>
<tr>
<td>12</td>
<td>Chi Channeling Club</td>
<td>17</td>
<td>Wednesdays</td>
<td>16:00 - 18:00</td>
<td>Rhythms Classroom, Gymnasium</td>
<td>Department of Information Management/ Prof. San-yih Hwang/ ext. 4723</td>
</tr>
<tr>
<td>13</td>
<td>Advanced Yoga Club</td>
<td>16</td>
<td>Tuesdays</td>
<td>15:00 - 17:00</td>
<td>Rhythms Classroom, Gymnasium</td>
<td>Department of Applied Mathematics/ Prof. Tsai-lien Wong/ ext. 3819</td>
</tr>
<tr>
<td>14</td>
<td>Bridge Club</td>
<td>16</td>
<td>Thursdays</td>
<td>19:30 - 22:30, 13:30 - 17:30</td>
<td>Kaohsiung City Bridge Center (Basement, No. 50 Yongding St. Kaohsiung City)</td>
<td>Department of Information Engineering/ Prof. Chang-biau Yang/ ext. 4333</td>
</tr>
<tr>
<td>15</td>
<td>Arts &amp; Culture Club</td>
<td>15</td>
<td>Wednesdays</td>
<td>14:00 – 16:00</td>
<td>3F, NSYSU Art Center</td>
<td>Department of Theater Arts/ Associate Prof. I-liang Wang/ ext. 3416</td>
</tr>
</tbody>
</table>
14. Transportation Information - Including Parking Permit Application

(1) Mass Transit: Take the Orange Line of Kaohsiung MRT and get off at Sizhiwan Station (O1). From there:

1. Walk: Take Exit 1 (Linhai 2nd Rd.) of KMRT Sizihwan Station then continue along Linhai Rd. for 15 - 20 minutes to arrive at the tunnel entrance. Pass through the tunnel to reach the NSYSU Administration Building, Art Center and Gymnasium (see NSYSU Campus Map).

2. NSYSU Campus Shuttle (free): Take Exit 2 (Gushan 1st Rd.) of KMRT Sizhiwan Station to board the bus. For the latest bus route and timetable, please visit the Office of General Affairs Administrative Services Division webpage - Links - Campus Bus Timetable (reference URL: http://admin-support.oga.nsysu.edu.tw/files/11-1042-14944.php?Lang=zh-tw)

3. MRT Transfer Bus (Orange 1): Take Exit 2 (Gushan 1st Rd.) of KMRT Sizhiwan Station to board the bus. Get off at the NSYSU Administration Building (buses every 20 ~ 30 minutes. Please refer to the Kaohsiung City Real-Time Bus Arrival Information System (http://ibus.tbkc.gov.tw/bus/)

Map of Kaohsiung MRT Sizhiwan Station Exits

出入口1（臨海二路）
鼓山渡輪站
鼓山郵局
中山大學

Entrance 1 (Linhai 2nd Rd.)
Gushan Ferry Station
Gushan Post Office
National Sun Yat-sen University

出入口2（鼓山一路）
高雄海關
漁人碼頭
香蕉碼頭
駁二

Entrance 2 (Gushan 1st Rd.)
Kaohsiung Customs
Fisherman’s Wharf
Banana Pier
Pier 2

捷運接駁公車（橘1）
MRT Shuttle Bus (Orange 1)
Source: Kaohsiung City Government Transport Bureau - Services > Public Transport > Bus Routes > Orange 1
http://southeastbus.com/index/kcg/O1A.html

(2) Bus:

1. Kaohsiung Railway Station: Take Bus 248 to the tunnel entrance, then:
   (1) Walk through the tunnel to reach the NSYSU Administration Building, Art Center and Gymnasium.
   (2) Or backtrack along Linhai 2nd Rd. to the “Port of Kaohsiung Corporation (Sizhiwan Tunnel)” bus stop in front of MyWarmDay then take Bus 99 or the MRT shuttle Orange 1 to the NSYSU Administration Building.

2. Talees-Isetan, Xinjuejiang or Cultural Center: Take Bus 50 to the tunnel entrance (the rest is same as above).

3. HSR Shuttle Bus: Take the Taiwan High Speed Rail to Zuoying Station. Take the West City Express from the rear station to arrive directly at the NSYSU Administration Building. The timetable is available from the following source.
Source: Kaohsiung City Government Transport Bureau - Services > Public Transport > Bus Routes > West City Express
http://www.stbus.com.tw/cityrouteE05.htm

(4) By Car: (See following page for parking permit application regulations)

1. The University address is No. 70 Lianhai Rd., Gushan District, Kaohsiung City. As the University is located at Sizihwan, a popular scenic destination, there is clear signage along the roads. Simply follow the signs for Sizihwan, Gushan Ferry Station or British Consulate within Kaohsiung City to arrive at the University.

2. If coming from out of town, take the Zhongzheng Rd. Exit of National Highway No. 1 the continue along Zhongzheng Rd. then Wufu Rd. all the way to the end → Turn left at Gushan Rd. → Turn right at Linhai 2nd Rd. and go all the way to the end → Turn left at Shaochuan St. then go straight to arrive at the University.

NSYSU Parking Permit Application Regulations

1. Applications for academic year 2016 faculty, staff, employee, student (including new students) and assistant parking permits will be processed until October 14, 2016.

2. Please bring the following documentation and apply at the Vehicle Management Committee office (behind the 1F duty office, Administration Building):
   1. Those applying for a car parking permit should bring their letter of appointment or employee ID, driver’s license, vehicle registration (limited to the applicant, immediate family, siblings or spouse) and fill out a “Vehicle Parking Permit Application” at the Vehicle Management Committee. (The car parking permit fee for faculty, staff, employees and assistants on the the establishment is $800 per academic year)
   2. Those applying for a motorcycle parking permit should bring their letter of appointment or employee ID, driver’s license, vehicle registration (limited to the applicant, immediate family, siblings or spouse), EPA exhaust inspection report (waived for new vehicles of less than 5 years) and fill out a “Vehicle Parking Permit Application” at the Vehicle Management Committee. (The car parking permit fee for faculty, staff, employees and assistants on the the establishment is $300 per academic year)

3. The University began enforcing separate motorcycle parking zones in academic year 2016. Applicants are asked to fill out their preferences for parking areas A, B and C (please fill in all 3 preferences. Their locations are shown below). When the number of applicants for one parking area exceeds the number of slots available, a computer lottery will be held. Those who miss out will then switch to their next preference, and so on. As part of the zoned motorcycle parking plan, applications for the 2016 motorcycle parking permit will be processed together after new students complete the registration process.

4. Download link for the NSYSU “Vehicle Parking Application Form”:

5. Website for querying EPA exhaust inspection report:
   http://www.motorim.org.tw/

6. Please contact the NSYSU Vehicle Management Team (07-5252000, ext. 2383) if you have any vehicle-related questions.
National Sun Yat-sen Motorcycle Parking Areas

<table>
<thead>
<tr>
<th>Zone</th>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1</td>
<td>Motorcycle parking on either side of Tsuiling Blvd.</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Milo Square, Wuling Villa</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>West entrance of Wuling Blvd.</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Behind Tsui-heng Villa</td>
</tr>
<tr>
<td>B</td>
<td>5</td>
<td>L-Building motorcycle parking</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Eco-Trail</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Under the footbridge in front of the Student Center</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Under the footbridge behind the C.K.S. Memorial Villa</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Marine Engineering motorcycle parking</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>College of Marine Sciences motorcycle parking</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>College of Marine Sciences motorcycle parking (Guest)</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Next to College of Marine Sciences wave tank</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>College of Liberal Arts motorcycle parking (large)</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>College of Liberal Arts motorcycle parking (small)</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Curved road on east side of Fine Arts Building</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>International Research Building motorcycle parking (Guest)</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Sea wall motorcycle parking (Guest)</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Outdoor Basketball Court</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Next to Uni Bar Field</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Next to Tennis Court</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Between back of Parade Platform and swimming pool</td>
</tr>
</tbody>
</table>
15. Campus and Off-Campus Shops
(Note: Merchant information may change over time. Calling ahead is recommended)

**Post Office**
*Opening Hours*
Mon - Fri 8:30-17:00; closed Saturdays and Sundays.
Winter/summer break hours are as normal
Campus ext. 5911
Telephone: 5250829
Fax: 5250215

**Beauty Parlor**
*Opening Hours*
Mon - Fri 9:30-18:00, 14:30-17:30; Saturday 9:30 - 17:00; closed Sundays.
Summer and Winter Break Hours
Mon - Sat 9:30-17:00; closed Sundays.
Campus ext. 5917
Telephone: 5250063

**Barber Shop**
*Opening Hours*
Mon - Fri 8:30-18:00, 14:30-18:30; Saturday 8:30 - 18:00; closed Sundays.
Campus ext. 5948
Telephone: 5250975

**Laundry**
*Opening Hours*
Mon - Fri 8:00-20:00; Saturday 8:00 - 18:00; closed Sundays.
Summer and Winter Break Hours
Mon - Sat 8:00-18:00; closed Sundays.
Campus ext. 5954
Telephone: 5252218

**Book Shop**
*Opening Hours*
Mon - Fri 9:00-20:00; Sat, Sun: 10:00-17:00
Summer and Winter Break Hours
Mon - Thu 9:00-18:00; Fri - Sun 10:00-17:00
Campus ext. 5914
Telephone: 5250930
Fax: 5250098

**Photocopy Shop**
*Opening Hours*
Mon - Fri 8:30-12:30, 13:30-19:00; closed Saturdays and Sundays.
Summer and Winter Break Hours
Mon - Fri 8:30-12:30, 13:30-18:00; closed Saturdays and Sundays.
Campus ext. 5982  Telephone: 5250230

**Optical Shop**
**Opening Hours**
Mon - Fri 9:00-19:00, 14:30-16:00; Saturday 9:00 - 16:00; closed Sundays.

**Summer and Winter Break Hours**
Mon - Sat 10:00-17:00; closed Saturdays on the 2nd and 4th week of each month; closed Sundays.

Campus ext. 5255910  Telephone: 5255910

**Student Center - Accommodation Department (Student Center 6F West)**
Accommodation hours: Everyday from 14 : 00 - 11 : 00 of the following day

Campus ext. 5920

**Sunset Beach Resort Accommodation Department**
**Opening Hours**
Open all year round

Campus ext. 6678  Telephone: 5250005  ext. 102  Fax: 5250195

**Restaurant Department**
**Opening Hours**
Mon - Sun: Lunch 11:30-14:00; Afternoon team 14:30-17:00; Dinner 17:30-20:30

Winter/summer break hours are as normal

Campus ext. 6678  Telephone: 5250005  ext. 101  Fax: 5250195

Note: Open all year round

**Beach**
**Opening Hours** (Open for a limited period each year. Calling ahead is recommended)
Closed on Mondays
Mon - Fri 14:00 - 19:00; Sat, Sun: 9:30 - 19:00

Campus ext. 6678  Telephone: 5250005  Fax: 5250195

Note: Closed during poor weather
# Campus Shops

<table>
<thead>
<tr>
<th>Category</th>
<th>Shop Location</th>
<th>Shop Name</th>
<th>Business</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Food &amp; Beverage</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Center</td>
<td>Chinese Food Court</td>
<td>Buffet</td>
</tr>
<tr>
<td></td>
<td>Tsuiheng Building E Student Dorm</td>
<td>Buffet, Noodles, Beverage</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wuling 1st Village Student Dorm</td>
<td>Milo Food Court</td>
<td>Buffet</td>
</tr>
<tr>
<td></td>
<td>Bodhi Tree</td>
<td>Weierhhsissu Cafe</td>
<td>Beverage, Coffee</td>
</tr>
<tr>
<td><strong>Canteen</strong></td>
<td>College of Science Basement</td>
<td>Co-Op</td>
<td>Lunchbox, Food, Beverage</td>
</tr>
<tr>
<td></td>
<td>Tsuiheng Building A Student Dorm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>College of Liberal Arts 1F</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wuling 2nd Village Basement</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>College of Marine 1F</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tsuiheng Building H Student Dorm</td>
<td>Hi-Life Convenience Store</td>
<td>Lunchbox, Food, Beverage</td>
</tr>
<tr>
<td></td>
<td>Student Center</td>
<td>FamilyMart Convenience Store</td>
<td>Lunchbox, Food, Beverage</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Center</td>
<td>Book Shop</td>
<td>Books and stationery</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Optical Shop</td>
<td>Fitting and sale of spectacles</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Beauty Parlor</td>
<td>Men and women’s hair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Barber Shop</td>
<td>Men’s hair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Happy Laundry</td>
<td>Cleaning of clothing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Post Office</td>
<td>Postal services and deposits/withdrawals</td>
</tr>
<tr>
<td></td>
<td>Next to Student Center checkpoint</td>
<td>Motorcycle repairs</td>
<td>Motorcycle repairs</td>
</tr>
<tr>
<td></td>
<td>College of Management Basement</td>
<td>Photocopy Shop</td>
<td>Photocopying and binding</td>
</tr>
<tr>
<td></td>
<td>College of Science and Engineering Long Hall</td>
<td>Post Office ATM</td>
<td>ATM</td>
</tr>
<tr>
<td><strong>Vending Machines</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Dorm</td>
<td>Kuangchuan vending machine</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coca Cola vending machine</td>
<td>Beverage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Songyang vending machine</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tsuiheng Student Dorm</td>
<td>Jih-Hsing Company</td>
<td>Self-service laundry</td>
</tr>
<tr>
<td></td>
<td>Tsuiheng Building L Student Dorm</td>
<td>Up Young</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wuling Student Dorm</td>
<td>Jih-Hsing Company</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Center</td>
<td>Seiwa Inc.</td>
<td>Photo booth</td>
</tr>
</tbody>
</table>


(Please refer to Venue Management Committee for the latest information)
## Off-Campus Shops

<table>
<thead>
<tr>
<th>Shop Name</th>
<th>Shop Address</th>
<th>Shop Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hamasen King of Swordfish Balls</td>
<td>No. 27-7 Gupo St. Gushan District, Kaohsiung City</td>
<td>07-5210948</td>
</tr>
<tr>
<td>Hamasen Shantou Noodles</td>
<td>No. 27-16 Gupo St. Gushan District, Kaohsiung City</td>
<td>07-5323228</td>
</tr>
<tr>
<td>Shun-Ho Spareribs King</td>
<td>No. 19-7/3 Gupo St. Gushan District, Kaohsiung City</td>
<td>07-5211911</td>
</tr>
<tr>
<td>Liujiang Lunch Box</td>
<td>No. 31-1 Linhai 2nd Rd. Gushan District, Kaohsiung City</td>
<td>07-5619775</td>
</tr>
<tr>
<td>Wanchuan Meat Ball</td>
<td>No.1 Linhai 1st Rd. Gushan District, Kaohsiung City</td>
<td>07-5330498</td>
</tr>
<tr>
<td>Fu-Hong Lamb Stir-Fry</td>
<td>No. 78 Guyuan St. Gushan District, Kaohsiung City</td>
<td>07-5316459</td>
</tr>
<tr>
<td>Wu’s Dumplings</td>
<td>No. 20-1 Linhai 1st Rd. Gushan District, Kaohsiung City</td>
<td>0929-150128</td>
</tr>
<tr>
<td>A-Li Oden</td>
<td>No. 29 Shaochuan St. Gushan District, Kaohsiung City</td>
<td>07-5310079</td>
</tr>
<tr>
<td>Hamasen Noodle Soup and Toasted Oden</td>
<td>No. 27 Gupo St. Gushan District, Kaohsiung City</td>
<td>0913-906655</td>
</tr>
<tr>
<td>Master Lo Noodle Shop</td>
<td>No.25 Binhai 1st Rd. Gushan District, Kaohsiung City</td>
<td>07-5311642</td>
</tr>
<tr>
<td>Yuan-Fu Beigang Meat Soup</td>
<td>No.88 Binhai 1st Rd. Gushan District, Kaohsiung City</td>
<td>07-5314157</td>
</tr>
<tr>
<td>Bo-Yang-Chang</td>
<td>No.93 Binhai 1st Rd. Gushan District, Kaohsiung City</td>
<td>0916-894450</td>
</tr>
<tr>
<td>A-Chu’s Shop</td>
<td>No.64 Binhai 1st Rd. Gushan District, Kaohsiung City</td>
<td>07-5514213</td>
</tr>
<tr>
<td>Shi-Tsai-Hsiang</td>
<td>No. 102 Denshan St. Gushan District, Kaohsiung City</td>
<td>07-5211349</td>
</tr>
<tr>
<td>Chen Family Grandma’s Vermicelli Soup</td>
<td>No. 20-2 Denshan St. Gushan District, Kaohsiung City</td>
<td>07-5612707</td>
</tr>
<tr>
<td>Hamasen Kingfish Soup</td>
<td>No. 61 Guyuan St. Gushan District, Kaohsiung City</td>
<td>07-5337856</td>
</tr>
<tr>
<td>Ice Bowl</td>
<td>No.76 Binhai 1st Rd. District, Kaohsiung City</td>
<td>07-5513773</td>
</tr>
</tbody>
</table>
# National Sun Yat-sen University Academic Year 2016 Calendar

## Fall semester: August 2016-January 2017

<table>
<thead>
<tr>
<th>Month</th>
<th>Day of the Week</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug</td>
<td>Mon</td>
<td>1</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
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<td>Wed</td>
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<tr>
<td></td>
<td>Thu</td>
<td>8</td>
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<tr>
<td></td>
<td>Fri</td>
<td>18 - 29</td>
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<td></td>
<td>Sat</td>
<td>31</td>
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<tr>
<td>Sept</td>
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<td>Thu</td>
<td>5 - 14</td>
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<td>Fri</td>
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<td>Sat</td>
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<td>Fri</td>
<td>26 - 30</td>
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<td>Sat</td>
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### National Sun Yat-sen University Academic Year 2016 Faculty Handbook

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| 4   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 5   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 6   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 7   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 8   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 9   | Extended holiday, no class |
| 9 - | Beginning of student loan application for 2017 spring semester(R.O.C. students Only) |
| 10  | Due day of tuition and fees waiver application for 2017 spring semester(R.O.C. students Only) |
| 11  | End of application for leave of absence |
| 12  | Final examination period |
| 13  | Last day for faculty to correct student absent hours |
| 14  | Last day for application for thesis/dissertation oral defense |
| 15  | Last day for faculty to submit final grades and test paper for make-up exams |
| 17  | Release list of approved graduate students applying for department/institute transfer. |
| 18  | 1/27 Chinese New Year’s Eve, 1/28-1/30 Spring Festival |
| 20  | Extended holiday, no class |
| 21  | End of semester |

Note: Classes start on 2016/9/12. Final examination ends on 2017/1/13, with total of 18 teaching weeks. (Extended holidays and alternative working days as released by the Directorate-General of Personnel Administration, Executive Yuan)
## National Sun Yat-sen University Academic Year 2016 Calendar

### Spring semester: February 2017-July 2017

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<th>Day of the Week</th>
<th>Events</th>
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</table>

- Commencement of 2016 Spring semester
- Extended holiday, no class
- Beginning of application for postponing military training (R.O.C. male students only)
- Junior students' application for 5 year bachelor-master degree program
- Application for credit transfer
- Due day of student loan application for 2017 spring semester (R.O.C. students only)
- Wake up work day for Peace Memorial Day on Feb 27th.
- Registration day for all students, classes begin
- Wake-up exams for previous semester
- Course selection consultation with tutors (2/20-3/3)
- Course add/drop period (2/23-3/3)
- Due day of application for postponing military training (R.O.C. male students only)
- Last day for faculty to submit grades of make-up exam(s) for previous semester
- Extended holiday, no class
- Peace Memorial Day - National holiday, no class

- Last day for department/institute's approval for faculty's correction for final grades of previous semester
- Undergraduate students' application for early graduation
- Last day for faculty to complete and submit incomplete graduates' grades of final exam(s) for previous semester
- Last day for departments to release list of approved junior students applying for 3 year bachelor-master degree program
- Third University Faculty Senate Meeting

- Holiday Adjustment, no class
- Tomb Sweeping Day and Children's Day - National holiday, no class

- Application for department/institute transfer
- Course withdrawal period
- Beginning of tuition and fees waiver application for 2017 fall semester (R.O.C. students only)
- Taiwan Comprehensive University System (TCUS), athletic meet activities.
- Application for cross-discipline integrated program certificate period
- Holiday Adjustment, no class
- Dragon Boat Festival - National holiday, no class

- Fourth University Faculty Senate Meeting
- Wake up work day for Dragon Boat Festival on May 29th.
- Course selection (6/5-6/30) and fee payment for summer session (6/23-7/4)
- End of application for leave of absence
- Due day of tuition and fees waiver application for 2017 fall semester (R.O.C. students only)
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Note: Classes start on 2017/2/20. Final examination ends on 2017/6/23, with total of 18 teaching weeks. (Extended holidays and alternative working days as released by the Directorate-General of Personnel Administration, Executive Yuan)
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