



NCHU

2025.8 – 2026.7

(114 Academic Year)

HANDBOOK FOR INTERNATIONAL FACULTY



ASK NCHU

- A bilingual information platform
- that provides essential information
- and answers to FAQs
- for international faculty and students.

<https://iss.nchu.edu.tw/asknchu-en/>



One-Stop Consultation Services

- Offering both online and in-person
- services to effectively resolve the
- issues faced by international faculty
- and students.

<https://iss.nchu.edu.tw/reservation>

Administrative Assistant Allowance

To help new international faculty adapt to working at NCHU, we offer a subsidy program for hiring administrative assistants.

- Eligibility: Newly appointed international faculty
- Allowance: NT\$5,000/month
- Duration: One year from appointment date



International Taskforce

A team composed of members from OIAS and administrative units to offer bilingual services for overcoming language barriers.

Contact Information

Phone: 04-22840206 #48, 46

E-mail: iss@email.nchu.edu.tw

Website: <https://iss.nchu.edu.tw/>



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0- About NCHU

0.1- An Introduction to NCHU

A Century of Excellence in Research and Innovation

Founded in 1919, National Chung Hsing University (NCHU) stands as a premier research-oriented institution in Taiwan. With 11 colleges, 57 research centers, and an expansive 8,000-hectare campus including specialized experimental stations, NCHU is a powerhouse of academic and scientific advancement.

Key Attributes

- Strategic location with excellent transportation links
- Comprehensive facilities including affiliated healthcare services
- Cutting-edge research centers fostering interdisciplinary collaboration
- Robust international academic and industry partnerships

Mission Statement & Milestones

NCHU is dedicated to nurturing well-rounded professionals with a global perspective and strong social responsibility. Recent accolades include:

- Established the largest cross-institutional platform in Taiwan—the National University System of Taiwan (NUST)—for sharing education and research resources.
- Pioneered the cultivation of cross-border female STEM talent.
- Developed Taiwan's first all-organic ecological campus.
- Collaborated with leading enterprises to establish the unique Academy of Circular Economy, creating a net-zero emissions national team.
- Houses Taiwan's only national-level food safety inspection platform.
- Stands as the sole university in Taiwan with a College of Medicine, Veterinary Medical Teaching Hospital, and Plant Teaching Hospital, advancing the "One Health" vision to protect the health of humans, animals, and the environment.



Live in Taichung & Work at NCHU

Taichung offers an unparalleled blend of urban convenience and natural beauty, making it an ideal location for academics and researchers. NCHU's campus, nestled in this vibrant city, provides:





- A cosmopolitan lifestyle with rich cultural experiences
- Excellent work-life balance with easy access to both city amenities and scenic landscapes
- An international administrative support office within the university
- Competitive compensation packages and research support
- Opportunities for professional growth through interdisciplinary collaborations and industry partnerships





Future Trajectory





NCHU aims to further enhance its educational innovation, international presence, research impact, and industry collaborations. The university is poised to play a pivotal role in Taiwan's sustainable development and global scientific community.



0.2- Overview of Administrative Units

Administrative Units	More Information	Contact & Location
<p>Office of Secretariat</p> <p>The Office of the Secretariat aims to advance university-wide affairs, coordinate departmental efforts, and enhance the university's image.</p>	 <p>https://secret.nchu.edu.tw/english/</p>	<p>04-22840204</p> <p>4th Floor of Administration Building</p>
<p>Office of Academic Affairs (OAA)</p> <p>The OAA consists of six units: Admission Division (manages student admission and recruitment), Registration Division (manages enrollment and records), Curriculum Division (oversees courses), Admissions and Information Division (handles admissions and promotions), Development of Teaching and Learning Center (supports faculty and student learning), General Education Center (manages general education courses), and Bilingual Education Resource Center (promotes English-taught courses).</p>	 <p>https://oaa.nchu.edu.tw/en-us/index.php</p>	<p>04-22840208</p> <p>3rd Floor of Administration Building</p>
<p>Office of Student Affairs (OSA)</p> <p>The OSA is dedicated to holistic education, preparing students for diverse and global career paths. It consists of six units: Student Safety Division, Student Life Division, Extracurricular Activities Division, Career Development Center, Student Housing Service Division, and Health and Counseling Center.</p>	 <p>https://www.osa.nchu.edu.tw/osa/en/</p>	<p>04-22840223</p> <p>3rd Floor of Administration Building , Hui-Sun Auditorium, and Yunping Building (Student Activity Center)</p>
<p>Office of General Affairs (OGA)</p> <p>The OGA consists of six divisions: Cashier, Business Engagement, Procurement, Property Operation Management, Construction and Maintenance, and Office of Campus Security. The services cover all aspects of campus life, including food, outfits, housing, transportation, education, and recreation.</p>	 <p>https://www2.nchu.edu.tw/~oga/index.html</p>	<p>04-22840254</p> <p>3rd Floor of Administration Building</p>

<p>Office of Research and Development (ORD)</p> <p>The ORD oversees institutional research, academic development, project affairs, and managements of advanced instrument. It serves as the core administrative unit for promoting academic research and development both within and outside the university.</p>	 <p>https://research.nchu.edu.tw/en/</p>	<p>04-22840580</p> <p>4th Floor of Administration Building</p>
<p>Office of International Affairs (OIA)</p> <p>The OIA aims to actively promote the university's internationalization by fostering global interactions, facilitating exchanges with international institutions, and attracting foreign students. It serves as the university's gateway to the world. Key responsibilities include promoting international academic collaboration, establishing exchange programs and dual-degree systems, and assisting international students with their adaptation to campus life.</p>	 <p>https://www.oia.nchu.edu.tw/index.php/home-en-gb</p>	<p>04-22840206</p> <p>3rd Floor of Administration Building</p>
<p>Library</p> <p>The library provides an ideal environment for the diverse learning and research needs of faculty and students. Readers can use the library for personal reading, learning, research, group discussions, exhibitions, and as a key venue for social, recreational, and event activities.</p>	 <p>https://www.lib.nchu.edu.tw/en/index.php</p>	<p>04-22840290</p>
<p>Computer and Information Network Center (CINC)</p> <p>The CINC provides real-time and secure computer and network services on campus, aiming to create a high-quality IT environment that supports the teaching and research needs of faculty and students.</p>	 <p>https://cc.nchu.edu.tw/?Lang=en</p>	<p>04-22840306</p> <p>1st Floor of Information Science Building</p>

<p>Occupational Safety & Health & Environmental Protection Center (SHE Center)</p> <p>The SHE Center plans and enforces safety regulations, supervises units, and ensures compliance with government standards.</p>	 <p>https://safety.nchu.edu.tw/web/en/</p>	<p>04-22840589</p> <p>2nd Floor of Hui-Sun Auditorium</p>
<p>Academia-Industry Collaboration Center</p> <p>The Academia-Industry Collaboration Center integrates academic, industrial, and research resources to enhance the execution of industry-academia-research projects and strengthen their linkage functions.</p>	 <p>https://www.gcaic.nchu.edu.tw/en/index.php</p>	<p>04-22840558</p> <p>2nd Floor of International Agricultural Center</p>
<p>Office of Accounting</p> <p>The Office of Accounting supports the university's development by preparing annual budgets, managing the review and processing of financial transactions, and maintaining accounting records in accordance with relevant laws. It provides regular and ad-hoc financial reports to ensure effective financial control and support the university's operations.</p>	 <p>https://sites.google.com/view/nchuacc/</p>	<p>04-22840299</p> <p>2nd Floor of Administration Building</p>
<p>Office of Personnel</p> <p>The Office of Personnel is dedicated to serving faculty by providing tailored human resources and related services that support university development. By leveraging advancements in IT and the Internet, the office aims to deliver immediate and accurate HR information, streamline processes, and enhance service efficiency.</p>	 <p>https://person.nchu.edu.tw/aboutus.php</p>	<p>04-22840673</p> <p>3rd Floor of Administration Building</p>

0.3- Campus and Transportation

Main Campus

● Address

No. 145, Xingda Road, South District, Taichung City 402202, Taiwan (The main gate of the university is located at the intersection of Xingda Road and Xuefu Road)



● Transportation Information



<https://www.nchu.edu.tw/default/mid/615>

Nantou Campus

● Address

No. 15, Guangming Rd., Nantou City, Nantou County 540, Taiwan (R.O.C.)

● Transportation

【Campus Shuttle Bus】

Faculty and students can ride the campus shuttle bus for free by presenting their university ID card. For detailed information, please refer to the announcements from the Business Engagement Division.



<https://reurl.cc/VM3WAQ>

0.4- Overview of Common Systems

<p>NCHU Single Sign-On System</p> <p>Link: https://reurl.cc/Yg0md</p> <p>The University's Single Sign-On (SSO) service provides seamless access to essential resources, including email, academic records, and attendance—using a single set of credentials. Within the system, the "Frequently Used Apps" section enables faculty to efficiently manage courses, view class lists, and upload student grades.</p>	<p>Contact</p> <p>Technical Support CINC 04-22840306#702</p>
<p>iLearning</p> <p>Link: https://lms2020.nchu.edu.tw</p> <p>iLearning is the Learning Management System (LMS) used at NCHU. The system automatically synchronizes course and enrollment data. Faculty and students can engage in various learning activities, including posting and accessing reading materials, submitting and grading assignments, participating in online quizzes and assessments, engaging in discussion forums, viewing grade announcements, and receiving message notifications, etc..</p>	<p>Contact</p> <p>OAA 04-22840218#18</p>


<p>Purchase Requisition System</p> <p>Link:</p> <ul style="list-style-type: none"> ➤ All units (except Academy of Circular Economy): <ul style="list-style-type: none"> http://acc93.nchu.edu.tw/apswis_q/login_1_q.asp http://acc95.nchu.edu.tw/apswis_q/login_1_q.asp ➤ Academy of Circular Economy: <ul style="list-style-type: none"> http://aceacc.nchu.edu.tw/APSWIS_Q/Login_L_Q.asp <p>■ Procurement System Account Setup</p> <ol style="list-style-type: none"> 1. Online Activation: Log into the EZ-Come System, select "Online Procurement Requests," and enable the desired functions. The request will be automatically processed by the Accounting Office. 2. Manual Process: Alternatively, download the Online Procurement Authorization Application Form (主計室線上請購授權申請書) from the system and submit the completed form to the Accounting Office. <p>Account Credentials: Upon completion of either method, your account will be activated using your 7-digit faculty code. A default password will be sent to your university email.</p>	<p>Contact</p> <p>Office of Accounting 04-22840299</p> <p>Technical Support Mr. Shi 04-22840623</p>
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1- Faculty Rights and Responsibilities

1.1- Academic Ethics

<ul style="list-style-type: none">● Authorship Order: Reflect actual contributions; do not list non-contributors.● First and Corresponding Authors: Must fully understand the research and methods.● Student Theses: Students retain copyright if supervisors only provided guidance.● NSTC Project Applications: Do not submit identical or similar proposals to multiple fields or agencies.	Contact Office of Personnel 04-22840170
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1.2- Academic Research Ethics Education

<p>All full-time and project-based faculty members and researchers are required to complete at least 6 hours of academic ethics training during their appointment. Newly appointed personnel must fulfill this requirement within their first year.</p> <p>Online Training: Complete courses through the Center for Taiwan Academic Research Ethics Education (AREE) and you'll receive a bilingual certificate.</p>	Contact Office of Research and Development (ORD) 04-2284-0550#302
<p>AREE (Language Switcher)</p> <p>AREE Registration Tutorial (Step-by-step guide)</p> <p>Suggested Courses (Recommended for teachers and researchers)</p>	


1.3- Gender Equity

<ul style="list-style-type: none">● Faculty members who experience sexual harassment, inappropriate sexual comments, or gender discrimination can file complaints with the Sexual Harassment Grievance Committee through the Office of Personnel.● If a case involves a student, complaints should be filed with the Gender Equity Education Committee through the Office of Student Affairs.● For suspected faculty misconduct, the Faculty Evaluation Committee will review the case within one month of receiving the complaints. The committee may recommend suspending the faculty member for up to six months pending investigation. Any suspension requires majority approval from the committee.	Contact Office of Personnel 04-22840647
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1.4- Anti-Bullying Campaign


<p>Our university is committed to protecting faculty, staff, and students from harm, with zero tolerance for bullying or violence. All are responsible for a violence-free workplace and must report incidents to the Occupational Safety and Health and Environmental Protection Center. Faculty must be mindful of their conduct; corporal punishment or bullying causing serious harm will be handled per Article 14 of the Teacher's Act, potentially leading to dismissal and a lifetime teaching ban.</p>	<p>Contact</p> <p>Occupational Safety and Health and Environmental Protection Center (SHE Center)</p> <p>04-2284-0589#16</p> <p>Office of Personnel</p> <p>04-22840647</p>
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1.5- Occupational Safety & Health Environment

Occupational Safety and Health (OSH) Training	Contact
<p>In accordance with the Occupational Safety and Health Act, all faculty, staff, and newly appointed assistants (both full-time and part-time) are required to complete 3 hours of safety and health training every three years.</p> <ul style="list-style-type: none"> ■ Training Schedule: Annual courses are typically held from August to October. ■ Registration & Information: Please visit SHE Center website to view schedules for international faculty and staff, or register via the NCHU Online Registration System. ■ Certification: Once completion of the training, participants will receive a Labor Safety and Health Education Training Certificate. 	<p>Occupational Safety and Health and Environmental Protection Center (SHE Center)</p> <p>04-2284-0589#16,19</p> <p>NCHU Online Registration System</p>  <p>https://psfcost.nchu.edu.tw/registration/</p>
<p>Research Site Operation Management System</p> <p>To comply with the Occupational Safety and Health Act, all laboratory/site managers must register and update personnel information through the Operation Management System for Research Sites.</p> <ul style="list-style-type: none"> ■ Objective: To ensure all individuals conducting research or experiments have completed the mandatory OSH training and are monitored for health and safety. ■ Update Requirements: As research personnel and Persons-in-Charge (PI) change, you must provide updated details for 	<p>Contact</p> <p>Occupational Safety and Health and Environmental Protection Center (SHE Center)</p> <p>04-2284-0589#19</p>


<p>yourself and all members working in the lab.</p> <ul style="list-style-type: none"> ■ Safety Oversight: Based on this information, the SHE Center will coordinate necessary health check-ups and safety training for your team. <p>Language Note: The system interface is currently in Mandarin. We strongly recommend that new faculty seek assistance from departmental staff or laboratory assistants for the registration process.</p>	
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<p>Research Site Operation Management System</p> <p>To comply with the Occupational Safety and Health Act, all laboratory/site managers must register and update personnel information through the Operation Management System for Research Sites.</p> <ul style="list-style-type: none"> ■ Objective: To ensure all individuals conducting research or experiments have completed the mandatory OSH training and are monitored for health and safety. ■ Update Requirements: As research personnel and Persons-in-Charge (PI) change, you must provide updated details for yourself and all members working in the lab. ■ Safety Oversight: Based on this information, the SHE Center will coordinate necessary health check-ups and safety training for your team. ■ Language Note: The system interface is currently in Mandarin. We strongly recommend that new faculty seek assistance from departmental staff or laboratory assistants for the registration process. 	<p>Contact</p> <p>Occupational Safety and Health and Environmental Protection Center (SHE Center) 04-2284-0589#19</p>
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<p>NCHU Research Site Operation Management System (Mandarin only)</p> <p>https://safety.nchu.edu.tw/eshs/login.php?bar=99</p> <p>Username: Your 7-digit faculty code.</p> <p>Default Password: Your 7-digit faculty code.</p> <p>Note: For security, you are required to change your password immediately upon your first login.</p>	
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2- Teaching-Related Information

2.1- Basic Teaching Hours

<p>The weekly basic teaching hours for full-time faculty members at the University are:</p> <ul style="list-style-type: none">● Professors: 8 hours● Associate Professors: 9 hours● Assistant Professors: 9 hours● Lecturers: 10 hours	<p>Contact Curriculum Division 04-22840215</p>
<p>More Information https://reurl.cc/5R4oeV</p>	

2.2- Reduction of Basic Teaching Hours

<p>To support our faculty's professional and personal needs, the University offers teaching load reductions under the following categories:</p> <ol style="list-style-type: none">1. New Full-time Faculty: Eligible for a 1 or 2-hour weekly reduction during the first two years.<ul style="list-style-type: none">• Application: Please submit form "F3-24 新進專任教師核減基本授課時數表" (Mandarin only; bilingual version in progress).• Deadline: Submit the form to your Department Chair for approval before the 1st week of the semester.2. Pregnant Faculty: Eligible for a 2-hour weekly reduction for one semester during pregnancy.3. Faculty with Young Children: Those caring for children under age 2 may apply for a 2-hour weekly reduction per child.<ul style="list-style-type: none">• Limit: One application per child.• Maximum Duration: Up to four semesters in total. <p>Note: All applications require relevant supporting documents and special approval from the committee of the faculty member's affiliated unit.</p>	<p>Contact Curriculum Division 04-22840215</p>  <p>More Information https://reurl.cc/GN4dMx</p>
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2.3- Submission of Semester Grades

- Instructors must upload student semester grades within one week after the final exams to protect student rights. Failure to upload grades within four weeks after the final exams will result in the student's grade for the course being recorded as 0, and ranking procedures will proceed accordingly.
- Grades cannot be changed after submission to the OAA. However, if there is an error attributable to the instructor, a written report must be submitted for grade correction.

Contact

Office of Academic Affairs (OAA)

04-22840218

2.4- English as a Medium of Instruction

The BERCC at NCHU has launched an initiative to cultivate internationally competitive talent and enhance students' professional communication skills. This program aims to increase domestic students' global exposure while facilitating foreign students' integration into NCHU's academic environment. To achieve these goals, the Center promotes two types of courses: EMI (English as a Medium of Instruction), which are fully English-taught courses, and ESAP (English for Specific Academic Purposes), designed with bridging capabilities. Through this comprehensive approach, NCHU is creating a more inclusive and internationally oriented learning environment, preparing students for success in the global industry.

Contact

Bilingual Education Resource Center (BERC)


04-22840153#23

NCHU Examples of Different Course Types and Format Explained

eligible to apply for Subsidy for All-English Courses and Degree Programs

	EGP	EGAP	ESAP	EMI
stands for	English for General Purposes	English for General Academic Purposes	English for Specific Academic Purposes	English as a Medium of Instruction
Language of instruction	Mandarin/English	Mandarin/English	Mandarin/English	100% of the delivery of content, teacher-student interaction should be in English
Instructional Materials	Mandarin/English	Mandarin/English	Mandarin/English	entirely in English
Course Objectives	language acquisition course focused on daily use	language acquisition course focused on developing core academic language skills	language acquisition course designed to meet specified needs related to particular disciplines	course offered specialized academic content exclusively in English
Examples	Freshman English English Conversation Grammar & Writing	English for Academic Reading and Writing	English for Agriculture English for General Engineering English for Biotechnology	Intro to Agriculture Statics Biochemistry
Mission and Goals	Generally enhancing basic language skills	Improving overall (rather than specific disciplines) core academic language skills	A pathway course to help prepare students to with enough qualifications for entering EMI courses	To equip students with skills they need. A path to bilingual talent cultivation.

L7-01 NCHU Classification Criteria for English-taught Courses




More Information

<https://oaa.nchu.edu.tw/en-us/emi-service/page-detail.2745>




3- Teaching Development Resources


3.1- Teaching Capability Development for New Faculty Members



<p>New faculty members must complete the following requirements within four semesters:</p> <ol style="list-style-type: none"> 1. Accumulate 12 points by attending teaching competence courses recognized by the Office of Academic Affairs (OAA). Upon completion, after which a certificate of course completion will be granted. 2. A minimum of 36 hours from an EMI Teaching Enhancement Program approved by the Office of Academic Affairs (OAA) is required. Approved programs include, but are not limited to: <ul style="list-style-type: none"> ➤ NCHU EMI TLC EMI Teacher Training Course ➤ NCKU EMI PD courses ➤ Oxford EMI Certificate for University Lecturers ➤ UoA EMI Teaching Methodologies and Language Enhancement Program 	<p>Contact</p> <p>Development of Teaching and Learning Center (CDTL)</p> <p>04-22840218#19</p> <p>Bilingual Education Resource Center (BERC)</p> <p>04-22840153#24</p>
<p>More Information</p> <p>https://oaa.nchu.edu.tw/en-us/rule/download-list.0.0.L5%EF%BC%8D14</p>	


3.2- Teacher Mentoring

<ul style="list-style-type: none"> ● According to Article 4 of the “National Chung Hsing University Implementation Guidelines for the Teacher Mentoring System,” new full-time faculty should apply to participate in the Mentoring System within 3 years of taking office. ● Faculty meeting the conditions specified in Article 4, Item 2 of the guidelines may apply for exemption from the Mentoring System. To do so, please submit supporting documents to the CDTL for review and approval. 	<p>Contact</p> <p>Development of Teaching and Learning Center (CDTL)</p> <p>04-22840218#19</p>
<p>More Information</p> <p>https://oaa.nchu.edu.tw/en-us/rule/download-list.0.0.L5%EF%BC%8D06</p>	


3.3- Teaching-Related Incentives

Teaching Awards	Contact
<p>■ Excellent Teaching Award</p> <p>Excellent Teaching Award Nomination requests are sent to all departments and institutes annually in mid-April. Winners will receive a flexible salary increase for two years.</p> <p>Eligibility: Full-time faculty with at least three consecutive years of teaching at NCHU.</p> <ul style="list-style-type: none"> • Level I Award: NT\$25,000 per month. • Level II Award: NT\$15,000 per month. <p>■ Favorite Teacher Award</p> <p>This award recognizes teachers dedicated to excellence in education, with winners determined by student vote in March each year. Recipients are publicly honored by the University.</p>	<p>Development of Teaching and Learning Center (CDTL)</p> <p>04-22840218#19</p>  <p>https://oaa.nchu.edu.tw/en-us/rule/download-list.0.0.L5%EF%BC%8D10</p>

Teaching Innovation and Faculty Development	Contact
<p>The University provides various grants to support teaching excellence and professional growth:</p> <p>■ MOE Teaching Practice Research Program</p> <ul style="list-style-type: none"> • Application Period: Late November each year. • Grant Amount: Up to NT\$500,000. • Additional Incentive: An additional NT\$20,000 is awarded to faculty members whose proposals are approved. <p>■ Teaching Grants</p> <ul style="list-style-type: none"> • Application Period: Mid-March each year. • Grant Amount: Contingent on the project proposal. <p>■ Faculty Development Community Grants</p> <ul style="list-style-type: none"> • Application Period: April each year. • Grant Amount: Contingent on the project proposal. 	<p>Development of Teaching and Learning Center (CDTL)</p> <p>04-22840218#13,19</p> <p>MOE Teaching Practice Research Program</p>  <p>https://tpr.moe.edu.tw/</p>
<p>CDTL and the Teaching Project Application System (Mandarin only)</p> <p>https://cdtl.nchu.edu.tw/2019application/index.php</p>	

All-English Courses (EMI Courses)	Contact
<ul style="list-style-type: none"> ● NCHU provides subsidies with a dual purpose: to support faculty in academic disciplines in teaching their subjects in English and to promote the development of English for Specific Academic Purposes (ESAP) courses, while also encouraging ESAP faculty to deliver their instruction entirely in English. ● Subsidy Details: <ol style="list-style-type: none"> 1. According to the "Guidelines for Promoting EMI Courses," instructors can apply for one of the following subsidies per course: <ol style="list-style-type: none"> a. Teaching hours: counted as 1.5 times, within the university's teaching hours limit. b. Financial support: For newly offered courses, NT\$5,000 per credit as an incentive. For continuing course, NT\$5,000 per credit as teaching material support. Only for courses with different subject name. Maximum of two courses per faculty member. 2. Subsidized EMI course instructors must obtain an <u>OAA-approved EMI Teaching Enhancement Program Certificate</u> within two years, as detailed in 3.1. ● Application Deadline: September 15, 2025 (for Fall 2025) 	<p>Bilingual Education Resource Center (BERC)</p> <p>04-22840153#27</p>
<p>More Information</p> <p>https://oaa.nchu.edu.tw/en-us/emi-service/page-detail.2728</p>	

3.4- Teaching Assistants for University and College level Courses

<p>NCHU funds Teaching Assistants (TAs) for university-level general education and college-level core courses to improve teaching quality and motivate students. TAs' responsibilities include, but are not limited to, facilitating group discussions, explaining problem-solving methods, and conducting experiments. The best TAs are selected and awarded each semester for their outstanding performance.</p>	<p>Contact</p> <p>Development of Teaching and Learning Center (CDTL)</p> <p>04-22840218#16</p>
<p>More Information</p> <p>https://oaa.nchu.edu.tw/en-us/rule/download-list.0.0.L5%EF%BC%8D11</p>	

4- Research Project Subsidies and Awards

4.1- External Funds

NSTC Subsidy for Holding International Academic Conferences (in Taiwan)	Office of Research and Development (ORD)
Application Deadline: March and September (specific dates per university announcement)	04-2284550#301
NSTC Subsidy for the Recruitment of Visiting Science and Technology Personnel	04-2284550#303
Application Deadline: Two months before the start date of appointment	
NSTC Subsidy for Inviting International Science Scholars and Experts to Taiwan for Short-Term Projects	
Application Deadline: Six weeks before arrival in Taiwan	
MOE Yushan Fellow Program	
Application Deadline: Specific dates per internal university announcement	
NSTC Domestic Visiting Research Program in Humanities and Social Sciences	04-2284550#304
Application Deadline: August each year (specific dates per internal university announcement)	
NSTC Subsidy for Domestic Scholars and Experts to Attend International Conferences	
Application Deadline: Six weeks before the date of the international conference	

4.2- In-House Funds

Teaching and Research Subsidies for New Faculty Members	Office of Research and Development (ORD) 04-2284550#301
Matching Funds for Equipment, Books, and Electronic Resources	
Academic Development Grant	
Subsidy for Article Publication Fees in Top International Journals	04-2284550#303
Subsidies for Faculty Members and Postdoctoral Researchers Attending International Conferences	04-2284550#304
Matching Funds for Government Project	
Application Deadline: Before March 1, June 1, September 1, and December 1 each year	
Academic Research Incentives	04-2284550#303
Application Deadline: Specific dates per internal university announcement	
Outstanding Young Faculty Jade Award	
Application Deadline: October each year (specific dates per internal university announcement)	

4.3- Patent and Technology Transfer

For patent and technology transfer inquiries, please contact Academia-Industry Collaboration Center.

- **Patent**

Phone: 04-22840558#17,19

Email: tlo@dragon.nchu.edu.tw

- **Technology Transfer**

Phone: 04-22840558#20,21

Email: tto@dragon.nchu.edu.tw

5- Resources for International Affairs

5.1- NCHU Introduction

To help international scholars and students better understand National Chung Hsing University (NCHU), the following resources are available:

- **University and Campus Life Videos:**

- **Official Bilingual Introduction to NCHU:** A formal overview of NCHU produced by the university, available in both Chinese and English. ► <https://secret.nchu.edu.tw/media/intronchu/>
- **NCHU In-depth Exploration – “About NCHU” Video Playlist:** A collection of videos offering diverse perspectives on NCHU, including student experiences, faculty insights, and features on English-taught programs. ► <https://tinyurl.com/27u7mrrf>
- **International Student Experiences:** First-hand stories and campus life insights from current international students at NCHU. ► <https://iss.nchu.edu.tw/story/>

- **ARCH Magazine**

ARCH represents our four pillars — Ascension, Research, Collaboration, and Heritage—and serves as a window into NCHU’s academic spirit and global engagement.

► <https://oiamag.nchu.edu.tw/index.php/en/>

Contact

Technology
Information and
Innovation Division,
Office of
International Affairs
(OIA)

04-22840206#21, 29

5.2- International Student Recruitment

<p>Located in central Taiwan, National Chung Hsing University (NCHU) offers over 100 degree programs to international students, including fully English-taught Bachelor's, Master's, and Doctoral programs across a wide range of disciplines. To recruit international students, please refer to the following information.</p> <ul style="list-style-type: none">● FAQs for International Student Recruitment<ul style="list-style-type: none">▶ https://reurl.cc/ko781K● International Student Admissions Portal Comprehensive information on how to apply and study at NCHU.<ul style="list-style-type: none">▶ https://reurl.cc/daXqez● Required Documents<ul style="list-style-type: none">• Highest diploma & transcripts• Language proficiency: Chinese: TOCFL A2+ or English: CEFR B1+ (depending on program requirements)• Two letters of recommendation (from professors or academic advisors)• Personal statement (motivation and study plan)• Proof of financial sufficiency: Minimum NT\$120,000 (approx. USD 4,000), or proof of full scholarship● Scholarships<ul style="list-style-type: none">• Taiwan Scholarship: Up to NT\$ 400,000 per year, provided by the government.• NCHU Scholarships: Tuition waivers or stipends for outstanding students.<ul style="list-style-type: none">▶ https://reurl.cc/z5MOpe	<p>Contact</p> <p>Foreign Student Affairs Division, Office of International Affairs (OIA)</p> <p>04-22840206</p> <p>#25: Admission</p> <p>#35: Scholarships</p>
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5.3- Other Information

<p>Support for International Faculty & Scholars at NCHU</p> <ul style="list-style-type: none"> ● Short-Term Visiting Scholar’s ID Card (7+ days visit): <ul style="list-style-type: none"> • Requires a faculty guarantor. • Provides access to: <ul style="list-style-type: none"> ○ Library (books, multimedia, study rooms) ○ Wi-Fi (temporary account) ○ Sports facilities (with same fees as staff/students) ▶ https://reurl.cc/9nOnov ● International Collaboration: <ul style="list-style-type: none"> • Agreement Signing ▶ https://reurl.cc/nYEYN6 • The list of Partners Universities ▶ https://reurl.cc/K9p9Ee 	<p>Contact</p> <p>Academic Exchange Division, Office of International Affairs (OIA) 04-22840206</p> <p>#22: Northeast Asia, and Europe</p> <p>#24: America, China and Africa</p> <p>#15: Southeast Asia and Oceania & Short-Term Visiting Scholar’s ID Card</p> <p>#26: Thailand</p>
<ul style="list-style-type: none"> ● NCHU Guest House (Non-Profit): <ul style="list-style-type: none"> • Offers 2- or 3-bedroom units near campus. • Available for: Visiting scholars/experts, partner university guests, visiting/lecture professors, and new faculty during transition • Stay limit: Up to 3 months (extensions by approval) • Fee: NT\$700–1,200/day, depending on room type and university regulations • Applications must be submitted at least 1 week in advance, with documents submitted to the Division of Property Operation Management. <p>▶ https://reurl.cc/DOdO56 (Currently, the regulations are only in Chinese (PDF))</p>	<p>Contact</p> <p>Property Operation Management Division, Office of General Affairs 04-22840272 #29 Mr. Lin</p>

6- Personnel Services

6.1- Attendance and Leave Management


<ul style="list-style-type: none"> ■ Clock-in/Out Exemption: Faculty members are exempt from daily clock-in and clock-out requirements. ■ Leave Requests: For all leave types (personal, sick, or business trips), please submit requests through the Online Attendance System via the Single Sign-On (SSO) portal. Whenever possible, applications should be submitted in advance. ■ Leave Cancellation: To cancel an approved leave, use the “Teacher Leave Cancellation” function within the system. Cancellations are only effective once approved by your supervisor. ■ Travel Reimbursement: To claim travel expenses, please include your approved travel application form and submit the reimbursement request within 3 months of completing the trip. 	<p>Contact</p> <p>Office of Personnel</p> <p>04-22840651</p>
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6.2- Faculty Qualification Review

<p>Approval Process:</p> <ul style="list-style-type: none"> ● Department, College, and University Faculty Evaluation Committees review ● Faculty applies for account on Higher Education Teacher Review System ● Faculty submits review details, ensuring alignment with University submission <p>Document Submission:</p> <ul style="list-style-type: none"> ● Office of Personnel verifies information ● Faculty submits signed: <ul style="list-style-type: none"> ➢ Teacher Qualification Review Resume ➢ Review Teacher Qualification Check Form ➢ One ID photo <p>Issuance of Certificate:</p> <p>Once the Ministry of Education issues the faculty member’s certificate, the Office of Personnel will send an official letter notifying the faculty member. The faculty member can then download the electronic certificate from the review and reporting system, save it, print it, or provide it for verification as needed.</p>	<p>Contact</p> <p>Office of Personnel</p> <p>Ext. 650: Liberal Arts, Agriculture, EECS, and Medicine</p> <p>Ext. 648: Science, Management, and Engineering</p> <p>Ext. 617: Life Sciences and Veterinary Medicine</p> <p>Ext. 170: Law & Politics, Biotech Center, and Administrative Units</p>
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*If the faculty member holds foreign degrees, they must also submit proof of entry and exit from the country and the Foreign Degree Submission Teacher Qualification Study Status Overview Form (a summary of the study conditions for foreign qualifications).

6.3- Faculty Evaluation


<ul style="list-style-type: none"> ● Evaluation Schedule New faculty members are evaluated after three years, and then every five years. ● Postponing Evaluation Postponing is allowed for research leave, studying abroad, unpaid leave, major illness/injury, parental leave, pregnancy, childbirth, or secondment with proper documentation. ● Evaluation Content Covers teaching, research, and service. ● Minimum passing score 70 points. ● Evaluation Results Failed evaluations require re-evaluation the next year, up to two times. Faulty members who fail after two re-evaluations will not be reappointed. Appeals must be submitted within 30 days of receiving results. 	<p>Contact</p> <p>Office of Personnel 04-22840613</p> <p>More information</p>  <p>https://reurl.cc/yAmp8y</p>
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6.4- Promotion and Reappointment Guideline

<p>■ Promotion Application</p> <ul style="list-style-type: none"> ➤ Minimum Service Requirements: <ul style="list-style-type: none"> • Assistant Professor: At least 3 years as a Lecturer. • Associate Professor: At least 3 years as an Assistant Professor. • Professor: At least 3 years as an Associate Professor. ➤ Performance Demonstration: Candidates must submit supporting evidence for evaluation, which may include academic works, technical reports, or teaching works. 	<p>Contact</p> <p>Office of Personnel</p> <p>Ext. 650: Liberal Arts, Agriculture, EECS, and Medicine</p> <p>Ext. 648: Science, Management, and Engineering</p>
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<ul style="list-style-type: none"> ● Reappointment Application The first and second terms for teachers shall each be one year, while all subsequent renewed terms shall be two years. The Faculty Evaluation Committee of the appointing unit shall evaluate the reappointment of its full-time faculty members and submit a list of all candidates recommended for renewal to the Office of Personnel, which will then forward the list to the President for approval. ● Procedure Conducted twice annually. Reviewed first by departmental and college committees. Approved applications submitted by the end of May/November. Final review by University Committee in June/December. 	<p>Ext. 617: Life Sciences and Veterinary Medicine</p> <p>Ext. 170: Law & Politics, Biotech Center, and Administrative Units</p> <p>NCHU Regulations for Faculty Appointments and Promotions</p>  <p>https://reurl.cc/RkOpDg</p>
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6.5- Mandatory Promotion Deadlin

<ul style="list-style-type: none"> ● Promotion within Six Years Faculty members are required to apply for and successfully complete the promotion review process within six years to be eligible for a pay raise. ● Counseling in the Fourth Year Faculty members who have not achieved promotion by the fourth year will receive promotional guidance and counseling. ● Seven-Year Deadline Faculty members who have not attained promotion by the seventh year will be ineligible for reappointment, except under the following circumstance: They submit an application for extension based on justifiable grounds. They switch to a project-based teaching position, which is renewable annually for a maximum of two years. Successfully obtaining promotion during this project-based period allows for reappointment as full-time faculty. ● Extension Criteria for Promotion Extensions can be granted for a period of up to two years under the following conditions: Pregnancy, childbirth, unpaid parental leave; possession of a critical illness card; significant personal circumstances. A one-year extension may be granted if a Spouse's pregnancy or childbirth. For secondments, the extension period shall be equivalent to the duration of the secondment. 	<p>Contact</p> <p>Office of Personnel 04-22840650</p> <p>NCHU Faculty Evaluation Guidelines</p>  <p>https://reurl.cc/yAmp8y</p>
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6.6- Appeal Process for Full-Time Faculty

<ul style="list-style-type: none">● Full-time faculty can file an appeal with the NCHU Faculty Appeals Committee if they believe the university's actions regarding their rights and interests are illegal, inappropriate, or harmful, or if the university fails to complete a requested application within the legal timeframe. The appeal must be submitted in writing within 30 days of receiving or becoming aware of the action.● If unsatisfied with the university's decision, faculty members can file a secondary appeal with the Central Faculty Appeals Committee under the Ministry of Education within 30 days of receiving the decision.	<p>Contact</p> <p>Office of Personnel 04-22840647</p>
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6.7- Salary and Incentives for New Faculty Member


<p>The following flexible salary incentives are limited to the first three years after appointment.</p> <p>1. General New Faculty Members</p> <ul style="list-style-type: none">● An additional salary of NT\$15,000/month will be automatically issued without application.● Payment process begins immediately after appointment. <p>2. Outstanding New Faculty Members</p> <ul style="list-style-type: none">● An additional salary of NT\$30,000/month requires pre-appointment application to the hiring unit.● Eligibility: Assistant Professor level, meeting both the basic and special conditions outlined in Article 5 of the NCHU Regulations Governing Flexible Pay for New Faculty Members.● Approval required from college-level and university-level Faculty Evaluation Committees. <p>3. Foreign New Faculty Members (excluding dual nationality)</p> <ul style="list-style-type: none">● No application is required.● Office of Personnel proposes incentive amount (NT\$ 30,000 to NT\$50,000 /month) to University Faculty Evaluation Committee for review. Review materials influence the incentive amount.	<p>Contact</p> <p>Office of Personnel 04-22840650</p> <p>NCHU Regulations Governing Flexible Pay for New Faculty Members</p>  <p>https://reurl.cc/DOXR0N</p>
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<p>4. Incentive for Teaching Entirely in English</p> <ul style="list-style-type: none"> ● Additional NT\$20,000 for Teaching Entirely in English ● Must offer courses meeting “NCHU Directions of Subsidy for All-English Courses and Degree Programs” definition. ● Independently teach (not co-teach or jointly teach) at least two credits of English-taught courses. <p>5. Performance Report Submission</p> <ul style="list-style-type: none"> ● Due annually by April 1st. ● Those employed less than six months may submit the following year. ● Additional reports are due two months before the end of the incentive period. 	
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6.8- Salary Payment Inquiry

<p>After new faculty members complete onboarding, the first month's salary will be disbursed by the Cashier Division upon receiving the salary notification form from the Office of Personnel. From the second month onward, salaries will be deposited on the 1st of each month, with an email notification sent at the time of disbursement.</p>	<p>Contact</p> <p>Cashier Division</p> <p>04-2284-0630</p>
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6.9- Income Tax Information

<ul style="list-style-type: none"> ■ Tax Year: The tax year in Taiwan aligns with the calendar year, running from January 1 to December 31. ■ Resident Status: You are classified as a Resident if you have a registered domicile in Taiwan and reside there habitually, or if you stay in Taiwan for 183 days or more within a single tax year. ■ Non-Resident Status: Individuals who do not meet the above criteria are classified as Non-Residents. 	<p>Contact</p> <p>Cashier Division</p> <p>04-2284-0269</p> <p>More Information</p>  <p>https://www2.nchu.edu.tw/~oga/cash-income.html</p>
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6.10- Establishment of Personal Retirement Accounts

<p>Effective July 1, 2023, the Public Service Pension Fund Management Board establishes individual retirement accounts for new full-time faculty members.</p> <ul style="list-style-type: none"> ■ Contributions: Monthly payments are made by both the faculty member and the government into the pension reserve fund. ■ Composition: These include both mandatory and voluntary contributions. ■ Benefits: Your future pension is based on the accumulated principal and investment returns within your individual account. 	<p>Contact Office of Personnel 04-2284-0618</p>
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6.11- Regulations Governing Part-Time Teaching for Quota-based Full-time Faculty

<ul style="list-style-type: none"> ■ External Part-Time Teaching <ul style="list-style-type: none"> • Quota-based full-time faculty must obtain department and administrative approval before teaching off-campus. • Off-campus teaching is limited to a maximum of 4 hours per week, excluding weekends. ■ Prohibitions External teaching is strictly prohibited for faculty with reduced teaching loads, those who have not met basic teaching hour requirements, or those who failed their previous academic year evaluation. ■ Part-Time Employment <ul style="list-style-type: none"> • External work must not interfere with primary duties. Prior written approval is required. • Administrative tasks for external employment are restricted to 8 hours per week. ■ Part-Time Teaching/Working in Mainland China <ul style="list-style-type: none"> • Full-time faculty members are strictly prohibited from holding part-time positions or teaching at schools in Mainland China. • Engagement is restricted solely to short-term lectures and academic exchanges • Violations of these restrictions will result in disciplinary measures. 	<p>Contact Office of Personnel Ext. 650: Liberal Arts, Agriculture, EECS, and Medicine Ext. 648: Science, Management, and Engineering Ext. 617: Life Sciences and Veterinary Medicine Ext. 170: Law & Politics, Biotech Center, and Administrative Units</p> <p>More Information</p>  <p>https://person.nchu.edu.tw/central/Laws.php</p>
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6.12- Critical Considerations for Project Personnel Recruitment

- **Ensure Seamless Employment and Insurance Integration**

Complete the online approval process in the [EZ-Come system](#) by 3 PM on the employee's initial workday to facilitate insurance enrollment and safeguard employee rights.

- **Classification of Student Part-Time Assistants**

Student assistants are classified into two categories: "Learning" and "Labor."

- Learning: Educational activities (e.g., research projects, service activities) funded by institutional assistance, exempt from minimum wage requirements.
- Labor: Employment activities involving compensated work, subject to compliance with minimum hourly wage as stipulated by the Labor Standards Act.

- **Clarification and Information Dissemination**

- Explicitly delineate whether the position is classified as "Learning" or "Labor."
- Comprehensively inform student assistants of their rights and responsibilities.

Contact

Office of Personnel
04-2284-0614,
04-2284-0646


EZ-Come system (Mandarin only)




<https://psf.nchu.edu.tw/EZcome/index.jsp>

7- Information Services and Library Resources


7.1- Wireless Internet (Wi-Fi) Access

<p>Wireless Internet access is provided through an authentication portal. NCHU faculty and students can connect by selecting the “NCHU” network or TANetRoaming and entering their institutional email address and password.</p>	<p>Contact Computer and Information Network Center (CINC) 04-22840306#764</p>
<p>More Information https://cc.nchu.edu.tw/network-c/wireless_index.html</p>	

7.2- Licensed Software Services at NCHU

<p>NCHU procures and updates software annually to meet university-wide requirements. Usage is restricted to campus premises unless otherwise specified in the licensing agreement. Adherence to licensing regulations and intellectual property rights is mandatory. Licensed or free software is available to full-time faculty, staff, and students. For installation-related issues, please consult the FAQ. Software access is facilitated through the university's Single Sign-On (SSO) system.</p>	<p>Contact Computer and Information Network Center (CINC) 04-2284-0306#744</p>
<p>More Information https://cc.nchu.edu.tw/p/406-1000-859,r35.php?Lang=en</p>	

7.3- Network Throttling/Reduction

<p>Daily network traffic limit per IP address: campus network is 15G (Download: 10G; Upload: 5G), dormitory network 11G (Download: 7G; Upload: 4G). Exceeding these limits will result in restricted network bandwidth (slower Internet speed). NCHU adheres to the Taichung Network Regional Center's rules (8G total; Download: 4G; Upload: 4G).</p>	<p>Contact</p> <p>Computer and Information Network Center (CINC)</p> <p>04-2284-0306#732</p>
<p>More Information</p> <p>https://cc.nchu.edu.tw/p/406-1000-921.r36.php?Lang=en</p>	

7.4- NCHU Library - Resource Services

The NCHU library offers a wide range of resources and services. For more information, please visit our official website or contact a library representative.

NCHU Library website: <https://www.lib.nchu.edu.tw/en/index.php>

Course Reserves	Contact
<ul style="list-style-type: none"> ● Faculty members may assign resources for student use based on course requirements, such as books, journals, multimedia materials, electronic resources, individual articles, or materials provided by the instructor. ● Textbook Request Process: <ul style="list-style-type: none"> (1) Submission deadlines <ul style="list-style-type: none"> ➤ Fall semester: End of July ➤ Spring semester: End of December (2) Application Procedure <ul style="list-style-type: none"> ➤ Complete the "Application Form for Textbooks and Instructor-Designated Materials" ➤ Submit completed form via email to: nchu.e.reserve@email.nchu.edu.tw 	<p>Reference Services</p> <p>04-2284-0290#141</p>


Library Resource Utilization Course Services	Contact
<ul style="list-style-type: none"> ● To support teaching and research, the library offers resource utilization courses. ● Request Process: <ol style="list-style-type: none"> (1) Submissions must be made on a per-class basis (2) Requests must be submitted two weeks prior to the required date 	Reference Services 04-2284-0290#147
Research Borrowing Service for Faculty	Contact
<ul style="list-style-type: none"> ● This service support current faculty members engaged in government-funded research projects by allowing long-term borrowing of books purchased with government-granted research project funds. ● The loan period is flexible and may extend until project completion. Upon conclusion, designated research books must be returned to the Library's collection. 	Collection Management & Circulation Services 04-2284-0290#462
Borrowing and Returning Library Books	Contact
<ul style="list-style-type: none"> ● Full-time faculty members may borrow up to 100 books for a 60-day period. If requested by other readers, the loan period will be reduced to 14 days. ● Reference books, atlases, journals, newspapers, dissertations, periodicals, and special collections are restricted to in-library use. 	Collection Management & Circulation Services 04-2284-0290#161
Interlibrary Loan	Contact
<ul style="list-style-type: none"> ● The Library provides an interlibrary loan service to current NCHU full-time faculty, staff, and students, facilitating access to resources from 24 partner universities in Central Taiwan, 26 other academic and higher education institutions, and 3 teaching hospitals. ● Document Delivery: Resources unavailable in our library may be requested through the National Document Delivery System (NDDS) or the International Rapid Interlibrary Loan (RapidILL) services. 	Collection Management & Circulation Services 04-2284-0290#161 Reference Services 04-2284-0290#141

Purchase Request Service	Contact
<ul style="list-style-type: none"> ● Suggestions for additions to the Library's collections can be submitted through our Purchase Request System. ● Suggestions will be evaluated based on the Library's Collection Development Policies. The Library primarily acquires materials of general interest or multidisciplinary content and reserves the right to make all purchasing decisions. 	<p>Acquisitions & Cataloging</p> <p>04-2284-0291#122</p>
Rush Cataloging Request Service	Contact
<ul style="list-style-type: none"> ● NCHU faculty, staff, and students who require urgent access to books marked as "Acquisition Technical Services" in the library catalog may apply for the Rush Cataloging Request Service. ● Application Process: Complete the online form available on the NCHU library website. ● Processing time: 3-5 working days. 	<p>Acquisitions & Cataloging</p> <p>04-2284-0290 #127</p>
NCHU Press Book Publication Application Service	Contact
<p>Upon receiving a publishing proposal, NCHU Press convenes a "Proposal Review Committee" of field experts. Upon committee approves, NCHU Press will facilitate publication and provide necessary funding.</p>	<p>Digital Resources</p> <p>04-2284-290#216</p>
Family Borrowing Service	Contact
<ul style="list-style-type: none"> ● Current NCHU full-time faculty members may apply for a "Family Reading Card" for their spouse, children, and parents. ● Handling Fee: NT\$200 per card. ● Borrowing Limits: 10 books & 2 DVDs. 	<p>Collection Management & Circulation Services</p> <p>04-22840290 # 160</p>

7.5- NCHU Library - Space Services

The NCHU library offers various space services. For reservations, please use our Space Booking System or contact a library representative.

Space Booking System: <https://www.lib.nchu.edu.tw/en/service.php?cID=20>

Multimedia Center	Contact
<p>The center’s mission is to comprehensively collect and organize diverse educational, informational, and recreational audiovisual materials, board games, and technology exploration resources from domestic and international sources. It provides open seating for media viewing, creative areas, and collaborative discussion spaces, enabling faculty and students to engage in video viewing, audiovisual editing and creation, as well as interactive discussions.</p> 	<p>Collection Management & Circulation Services 04-22840291#315</p>
Digital Maker Studio	Contact
<p>This facility provides access to a space equipped with modern digital technologies, including 3D scanners, 3D printers, computers, and specialized software, etc. By making these resources available to users across campus, the studio is designed to transform creative ideas into reality. Students utilizing the space are encouraged to engage in hands-on experiences and are expected to develop problem-solving skills.</p>	<p>Information Systems 04-22840291#325</p>



NCHU Collection

Contact

In celebration of its centennial and to demonstrate its research excellence, the library has established the NCHU Collection on the first floor. This collection features over 1,500 works by faculty members, showcasing the outcomes of their academic research and knowledge dissemination. These materials are available for on-site consultation only and are not available for loan or checkout.

Reference Services
04-22840291#141



Learning Commons


Contact

The Learning Commons is a dynamic area designed for student interaction and discussion. It has evolved into a versatile space, offering not only physical resources equipment, but also hosting English-language activities such as Library Chatsphere and Language Mix. We cordially invite you to explore this facility!


Collection Management & Circulation Services
04-2284-0290#467



7.6- ORCID—Connecting Research and Researchers


<ul style="list-style-type: none"> ● ORCID (Open Researcher and Contributor ID) aims to address author identity issues and effectively integrate researchers' activities with those of their peers. ● The Library encourages NCHU faculty to utilize ORCID to enhance the discoverability of their research. 	<p>Contact Reference Services 04-22840290#146</p>
<p>More Information https://www.lib.nchu.edu.tw/en/study.php?cID=27</p>	

7.7- Open Access (OA) Publishing Support

<p>NCHU library has established agreements with academic publishers, including ACS, IEEE, Elsevier, and others. NCHU authors can publish in open access (OA) journals offered by these publishers with free or discounted Article Processing Charge (APC).</p>	<p>Contact Digital Resources 04-22840291#218</p>
<p>NCHU Special Rates for OA Publication https://www.lib.nchu.edu.tw/en/study.php?cID=30</p>	

8- Procurement and Reimbursement


8.1- Guidelines for Overseas Travel Reimbursement Requests

<ul style="list-style-type: none">● Required Documents➤ Airline (electronic) ticket stubs➤ Business Trip Application➤ Payment verification or receipts from authorized travel agencies collecting and transferring funds on behalf of NCHU➤ Boarding pass stubs or passport photocopy evidence➤ Foreign Airline Travel Application for international carriers➤ Proof of Expenditure if unable to obtain official vouchers for valid reasons <p>For more information on travel expense reimbursement issues, please contact the Office of Accounting.</p>	<p>Contact</p> <p>Office of Accounting 04-22840299</p>
<p>More Information</p> <p>https://sites.google.com/view/nchuacc/regulations?authuser=0</p>	

8.2- Procurement Procedures

<ul style="list-style-type: none"> ● Transactions Exceeding NT\$10,000 Only permissible with invoice date subsequent to requisition approval. NCHU should remit payment directly to vendors. ● Advance Payments (NT\$10,000–NT\$100,000) Submit the NCHU Application for Advance Payments; disburse funds only after approval by the President or authorized signatory. ● Government Procurement Act Compliance Transactions over NT\$150,000: Mandatory online posting Transactions under NT\$150,000: Units discretion for procurement decisions. ● Project-Specific Procurement Refer to the Office of General Affairs Procurement Team—Scientific Research (engineering, equipment/item, and employment) Procurement Information for government-subsidized or commissioned projects. 	<p>Contact Office of Accounting 04-22840254</p>
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8.3- Critical Guidelines for Reimbursement Requests

<ul style="list-style-type: none"> ● Reimbursement Methods Salaries, travel expenses, and advance payments on behalf of NCHU will be reimbursed via Chunghwa POST or SinoPac bank wire transfers. ● Applicable Laws and Regulations Available on the NCHU website → Administrative Units → Office of Accounting webpage or through consultation with review staff. ● Reimbursement Process <ul style="list-style-type: none"> ➤ Transactions of NT\$150,000 or Less: Require unit director approval, processed by relevant units, and submitted to the Office of Accounting for final approval. ➤ Transactions Exceeding NT\$150,000: Require approval by the NCHU President or an authorized proxy. 	<p>Contact Office of Accounting 04-22840299</p>
<p>More Information https://sites.google.com/view/nchuacc/regulations?authuser=0</p>	

8.4- Guidelines for Safekeeping of State-Owned Property


<p>Custodian Responsibilities:</p> <p>The designated property custodian (user) within each unit is responsible for the following:</p> <ul style="list-style-type: none"> ➤ Regular Inventory <ul style="list-style-type: none"> ■ Conduct frequent checks of property quantity ■ Ensure all items are accounted for ➤ Proper Usage and Maintenance Protocols <ul style="list-style-type: none"> ■ Oversee correct utilization of property ■ Ensure adherence to regular maintenance schedules ➤ Annual Inventory Cooperation <ul style="list-style-type: none"> ■ Participate in the annual property inventory process ■ Provide accurate and timely information as required 	<p>Contact</p> <p>Property Operation Management Division</p> <p>04-22840272</p>
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9- Campus Life and Health

9.1- Campus Telephone and Emergency Reporting Hotline

<ul style="list-style-type: none"> ■ Campus Security Office <ul style="list-style-type: none"> • Main Gate: 04-22840285 • Office: 04-22840288 ■ Emergency Contacts <ul style="list-style-type: none"> • Campus Safety & Health <ul style="list-style-type: none"> ○ Student Safety Office (24/7): 04-22870885 ○ Health and Counseling Center: 04-22840241 • External Emergencies <ul style="list-style-type: none"> ○ Fire / Ambulance: 119 (or 04-23811119 #9) ○ Police (Jhengyi Station): 110 (or 04-22223319) 	<p>Contact</p>
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9.2- Maternal Health Protection in the Workplace

<p>In accordance with Article 31 of the Occupational Safety and Health Act, the institution implements a comprehensive Maternal Health Protection Plan. This initiative safeguards the well-being of female faculty and staff throughout pregnancy, postpartum, and lactation periods, ensuring a supportive work environment for both mothers and their children.</p>	<p>Contact</p> <p>Occupational Safety and Health and Environmental Protection Center (SHE Center)</p> <p>04-2284-0589#16</p>
<p>Workplace Maternal Health Protection</p> <p>https://safety.nchu.edu.tw/web/en/safety05.php?act=Maternity_protection&bar=4&Site_ID=65&title_id=256</p>	


9.3- Employee Benefits & Welfare

<p>NCHU provides a comprehensive range of benefits for our faculty and staff:</p> <ol style="list-style-type: none"> 1. Birthday Voucher: NT\$600 annually. 2. Recreational Allowance: NT\$500 annually for cultural and recreational activities. 3. Health Checkup Subsidy: <ul style="list-style-type: none"> • Eligibility: Full-time faculty and staff (within official staffing) aged 40 and above. • Frequency: Once every two years. • Amount: Up to NT\$4,500. 4. Living Allowances: Financial support is available for major life events, including: <ul style="list-style-type: none"> • Marriage, childbirth, and funeral allowances. • Child education subsidies. 5. National Personnel Welfare Services: In partnership with the Directorate-General of Personnel Administration (DGPA), faculty members can access centrally-coordinated welfare services, such as: <ul style="list-style-type: none"> • Preferential housing and consumer loans. • Various public-private partnership discounts for civil servants and their dependents. 	<p>Contact</p> <p>Office of Personnel</p> <p>04-22840642</p>
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9.4- Employee Assistance Program (EAP)

<p>To support work-life balance and overall well-being, the University provides the following EAP services for faculty and staff:</p> <ul style="list-style-type: none"> ■ Childcare Support <ul style="list-style-type: none"> • On-Campus Daycare: Located at the Small Auditorium (opened Jan 5, 2026). Visit the center directly to register. • Off-Campus Support: Access to contracted childcare institutions near the university. ■ Psychological Counseling <ul style="list-style-type: none"> • Immediate Support: Contact the Personnel Office (Ext. 615, 302) or the Health and Counseling Center for initial consultation and referrals. • Subsidized Sessions: Faculty aged 45 and above facing urgent work-related stress may apply for up to 3 sessions per year, with a maximum reimbursement of NT\$2,000 per session. Those under 45 are encouraged to utilize the MOHW “Mental Health Support Program.” • Community Resources: Access to campus contracted psychiatric clinics and public-sector mental health resources. ■ Medical Services <ul style="list-style-type: none"> • On-site doctor consultations at the Health and Counseling Center. • Discounts at contracted medical facilities. ■ Legal Consultation <ul style="list-style-type: none"> • Schedule: Every second Tuesday of the month at Room 308, Administration Bldg. • Services: 20-minute video consultations (9:30 AM – 11:30 AM) and law-related lectures (1:30 PM – 4:30 PM). 	<p>Contact Office of Personnel</p> <p>EAP General Inquiries: Ext. 615</p> <p>On-Campus Daycare: Ext. 643</p> <p>Off-Campus Contracted Childcare: Ext. 642</p> <p>Psychological Counseling: Ext. 302 / 615</p>
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9.5 - Faculty Housing Application

<p>To support our faculty’s teaching and research, NCHU offers Single-room Dormitories, Multi-room Dormitories, and Guest Houses. Allocation is based on individual applications and eligibility.</p>	<p>Contact Office of General Affairs (OGA) 04-22840272 #29</p>
<p>More Information (Language Switcher) http://dormitory.nchu.edu.tw/main.asp</p>	


9.6- Health and Wellness Services

<p>As of 2026, the University has established partnerships with numerous medical institutions (hospitals and clinics) to benefit our faculty and students. These services include discounted consultation and registration fees, as well as reduced costs for certain self-paid medical treatments.</p>	<p>Contact Health and Counseling Center 04-22840241 # 13</p>
<p>More Information https://www.osa.nchu.edu.tw/osa/en/hac/health_services_2.html</p>	

9.7- Campus Vehicle Pass Application

<ul style="list-style-type: none"> ■ Registration: First-time applicants must register an account on the Application for Motor Vehicle and Motorcycle Pass Permit, complete their profile, and upload copies of their ID and vehicle registration. ■ Non-personal Vehicles: If the vehicle is not under your name, proof of relationship (immediate family or spouse) is required. 	<p>Contact Office of General Affairs (OGA) 04-22840260#23 Ms. Zeng aleen@dragon.nchu.edu.tw</p>
<p>Application for Motor Vehicle and Motorcycle Pass Permit Application Tutorial (Step-by-step guide) Application for Motor Vehicle and Motorcycle Pass Permit</p>	

9.8- Maternity Parking Spaces

<p>With a pregnancy health booklet, eligible individuals can apply for 10 months of complimentary on-campus parking (dedicated pink "Maternity Parking Spaces").</p> <ul style="list-style-type: none">● Eligibility<ul style="list-style-type: none">➤ Female faculty and staff during pregnancy➤ Faculty and staff whose spouses are pregnant● Important Notes<ul style="list-style-type: none">➤ For applicants who have already obtained a parking permit for the current year, a 10-month complimentary parking benefit will be provided. <p>For applicants who have not obtained a parking permit for the current year, the complimentary parking period will be calculated from the month of application until the month of the expected due date.</p>	<p>Contact</p> <p>Occupational Safety and Health and Environmental Protection Center (SHE Center)</p> <p>04-2284-0589#24</p>
<p>More Information</p> <p>https://safety.nchu.edu.tw/web/en/safety05.php?act=Maternity_protection&bar=4&Site_ID=65&title_id=256</p>	

9.9-Campus Sports Facilities Overview

<ul style="list-style-type: none">● Our university's sports complex includes a gymnasium, a track and field stadium, a swimming pool, outdoor basketball courts, outdoor volleyball courts, and a golf teaching driving range. These sports facilities are available for use by faculty, staff, and their family members.● For information regarding operating hours, reservations, and associated fees, please refer to our office's website. Additionally, for the swimming pool-related inquiries, please consult the announcements on the Facebook page of our outsourced service provider, USB Swimming Academy.	<p>Contact</p> <p>Office of Physical Education</p> <p>04-22840230#202</p>
<p>More Information</p> <p>https://pe.nchu.edu.tw/en/index.php</p> <p>Sports Venue(s) Rental Application</p> <p>https://pe.nchu.edu.tw/upload/downloaden/2304260956430000002.pdf</p> <p>Facebook page of Office of Physical Education</p> <p>https://www.facebook.com/nchugym230/?locale=en</p>	