



# NCHU

2024.8 – 2025.7

(113 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/>



## Administrative Assistant Allowance

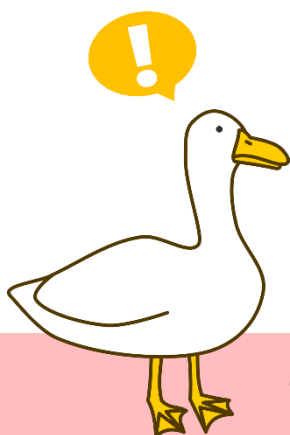
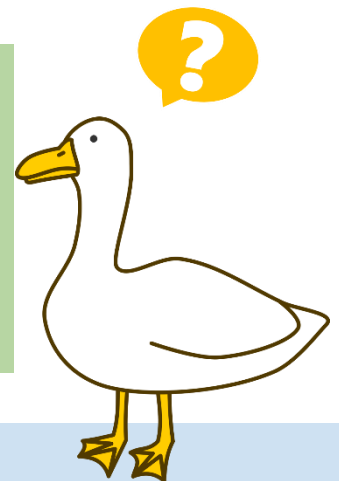
To help new international faculty adapt to working at NCHU, we offer a subsidy program for hiring administrative assistants.

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

## 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>



## 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](mailto: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
<p><b>Office of Secretariat</b></p> <p>The Office of the Secretariat aims to advance university-wide affairs, coordinate departmental efforts, and enhance the university's image.</p>	 <p><a href="https://secret.nchu.edu.tw/">https://secret.nchu.edu.tw/</a></p>	<p>04-22840204</p> <p>4th Floor of Administration Building</p>
<p><b>Office of Academic Affairs (OAA)</b></p> <p>The OAA consists of six units: Registration Division (manages enrollment and records), Curriculum Division (oversees courses), Admissions and Information Division (handles admissions and promotions), Center for Teaching Resources and Development (supports faculty and student learning), General Education Center (manages general education courses), and Bilingual Education Resource Center (promotes English-taught courses).</p>	 <p><a href="https://oaa.nchu.edu.tw/en-us/index.php">https://oaa.nchu.edu.tw/en-us/index.php</a></p>	<p>04-22840208</p> <p>3rd Floor of Administration Building</p>
<p><b>Office of Student Affairs (OSA)</b></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><a href="https://www.osa.nchu.edu.tw/osa/en/">https://www.osa.nchu.edu.tw/osa/en/</a></p>	<p>04-22840223</p> <p>3rd Floor of Administration Building</p>
<p><b>Office of General Affairs (OGA)</b></p> <p>The OGA consists of five divisions: General Affairs, Procurement, Cashier, Construction and Maintenance, and Asset Management. Additionally, the Campus Security Team ensures campus safety. The services cover all aspects of campus life, including food, outfits,</p>		<p>04-22840254</p> <p>3rd Floor of Administration Building</p>



<p>housing, transportation, education, and recreation.</p>	<p><a href="https://www2.nchu.edu.tw/~oga/index.html">https://www2.nchu.edu.tw/~oga/index.html</a></p>	
<p><b>Office of Research and Development (ORD)</b></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><a href="https://research.nchu.edu.tw/en/">https://research.nchu.edu.tw/en/</a></p>	<p>04-22840580</p> <p>4th Floor of Administration Building</p>
<p><b>Office of International Affairs (OIA)</b></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><a href="https://oia.nchu.edu.tw/index.php/">https://oia.nchu.edu.tw/index.php/</a></p>	<p>04-22840206</p> <p>3rd Floor of Administration Building</p>
<p><b>Library</b></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><a href="https://www.lib.nchu.edu.tw/en/index.php">https://www.lib.nchu.edu.tw/en/index.php</a></p>	<p>04-22840290</p>
<p><b>Computer and Information Network Center (CINC)</b></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><a href="https://cc.nchu.edu.tw/?Lang=en">https://cc.nchu.edu.tw/?Lang=en</a></p>	<p>04-22840306</p> <p>1st Floor of Information Science Building</p>

<p><b>Occupational Safety &amp; Health &amp; Environmental Protection Center (SHE Center)</b></p> <p>The SHE Center plans and enforces safety regulations, supervises units, and ensures compliance with government standards.</p>	 <p><a href="https://safety.nchu.edu.tw/web/en/">https://safety.nchu.edu.tw/web/en/</a></p>	<p>04-22840589</p> <p>2nd Floor of Hui-Sun Auditorium</p>
<p><b>Academia-Industry Collaboration Center</b></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><a href="https://www.gcaic.nchu.edu.tw/en/index.php">https://www.gcaic.nchu.edu.tw/en/index.php</a></p>	<p>04-22840558</p> <p>2nd Floor of International Agricultural Center</p>
<p><b>Office of Accounting</b></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><a href="https://sites.google.com/view/nchuacc/">https://sites.google.com/view/nchuacc/</a></p>	<p>04-22840299</p> <p>2nd Floor of Administration Building</p>
<p><b>Office of Personnel</b></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><a href="https://person.nchu.edu.tw/aboutus.php">https://person.nchu.edu.tw/aboutus.php</a></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><b>NCHU Single Sign-On System</b></p> <p><b>Link:</b> <a href="https://idp.nchu.edu.tw">https://idp.nchu.edu.tw</a></p> <p>The University provides a Single Sign-On (SSO) service that enables easy access to important online resources without requiring separate authentication for each. Users only need to remember one set of login credentials to access all available online services.</p>	<p><b>Contact</b></p> <p>Computer and Information Network Center (CINC)</p> <p>04-22840306#702</p>
<p><b>iLearning</b></p> <p><b>Link:</b> <a href="https://lms2020.nchu.edu.tw">https://lms2020.nchu.edu.tw</a></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><b>Contact</b></p> <p>Office of Academic Affairs (OAA)</p> <p>04-22840218#18</p>


<p><b>Academic Affairs System</b></p> <p><b>Link:</b>  <a href="https://onepiece.nchu.edu.tw/cofsys/plsql/acad_home?p_lang=eng">https://onepiece.nchu.edu.tw/cofsys/plsql/acad_home?p_lang=eng</a></p> <p>The Academic Affairs System is a comprehensive platform designed to manage essential course information. Its primary functions include: course syllabus upload, student grade entry, and mid-term academic warning notifications</p> <p>This system facilitates efficient management of course information, student performance tracking, and early intervention for at-risk students.</p>	<p><b>Contact</b></p> <p>Office of Academic Affairs (OAA)</p> <p>04-22840212</p>
<p><b>Purchase Requisition System</b></p> <p><b>Link:</b></p> <ul style="list-style-type: none"> <li>➤ All units (except Academy of Circular Economy):  <a href="http://acc93.nchu.edu.tw/apswis_q/login_1_q.asp">http://acc93.nchu.edu.tw/apswis_q/login_1_q.asp</a>  <a href="http://acc95.nchu.edu.tw/apswis_q/login_1_q.asp">http://acc95.nchu.edu.tw/apswis_q/login_1_q.asp</a></li> <li>➤ Academy of Circular Economy:  <a href="http://aceacc.nchu.edu.tw/APSWIS_Q/Login_L_Q.asp">http://aceacc.nchu.edu.tw/APSWIS_Q/Login_L_Q.asp</a></li> </ul> <p><b>Faculty Registration</b></p> <p>Automatic registration by Accounting Office using 7-digit faculty code as account. The default password will be notified via email.</p> <p><b>Authorization Process</b></p> <ol style="list-style-type: none"> <li>1. Download and complete "Procurement System Authorization Application Form"</li> <li>2. Contact relevant Accounting Office personnel</li> </ol>	<p><b>Contact</b></p> <p>Office of Accounting</p> <p>04-22840299</p> <p>For system issues, contact Mr. Shi</p> <p>04-22840623</p>

# 1- Faculty Rights and Responsibilities

## 1.1- Academic Ethics

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

<ul style="list-style-type: none"><li>● Full-time and project faculty members and researchers must complete at least six hours of academic ethics training during their appointment. Newly appointed personnel must complete this training within their first year.</li><li>● Ethics courses can be completed online through the Center for Taiwan Academic Research Ethics Education (AREE) or via in-person courses offered periodically by various institutions.</li></ul>	<p><b>Contact</b> Office of Research and Development (ORD) 04-2284-0550#302</p>
<p><b>AREE</b> <a href="https://ethics.moe.edu.tw/">https://ethics.moe.edu.tw/</a></p>	

### 1.3- Gender Equity

<ul style="list-style-type: none"><li>● 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.</li><li>● If a case involves a student, complaints should be filed with the Gender Equity Education Committee through the Office of Student Affairs.</li><li>● 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.</li></ul>	<p><b>Contact</b></p> <p>Office of Personnel 04-22840647</p>
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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><b>Contact</b></p> <p>Occupational Safety and Health and Environmental Protection Center (SHE Center) 04-2284-0589 Office of Personnel 04-22840647</p>
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### 1.5- Occupational Safety & Health Environment


<p><b>Education and Training for In-Service Personnel</b></p> <p>To comply with "Occupational Safety and Health Act" regulations, in-service personnel must complete at least 3 hours of occupational safety and health education and training every three years.</p>	<p><b>Contact</b></p> <p>Occupational Safety and Health and Environmental</p>
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<p>Registration: Through the NCHU Online Registration System.</p>	<p>Protection Center (SHE Center)  04-2284-0589#16</p>
<p><b>NCHU Online Registration System</b>  <a href="https://psfcost.nchu.edu.tw/registration/">https://psfcost.nchu.edu.tw/registration/</a></p>	
<p><b>Labor Safety and Health Education Training Certificate</b></p> <p>All newly appointed full-time and part-time assistants, as well as teaching assistants, must submit a “Labor Safety and Health Education Training Certificate”.</p> <ul style="list-style-type: none"> <li>● Training Schedule: Annual course is available from August to October.</li> <li>● Registration: Through the NCHU Online Registration System.</li> </ul>	<p><b>Contact</b></p> <p>Occupational Safety and Health and Environmental Protection Center (SHE Center)  04-2284-0589#16,19</p>
<p><b>NCHU Online Registration System</b>  <a href="https://psfcost.nchu.edu.tw/registration/">https://psfcost.nchu.edu.tw/registration/</a></p>	
<p><b>Operation Management System for Research Sites</b></p> <p>To ensure compliance with the "Occupational Safety and Health Act" and improve internal management, site managers must fill out relevant information in the "NCHU Operation Management System for Research Sites."</p>	<p><b>Contact</b></p> <p>Occupational Safety and Health and Environmental Protection Center (SHE Center)  04-2284-0589#19</p>
<p><b>NCHU Operation Management System for Research Site</b>  <a href="https://safety.nchu.edu.tw/eshs/login.php?bar=99">https://safety.nchu.edu.tw/eshs/login.php?bar=99</a></p>	




## 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"><li>● Full Professors: 8 hours</li><li>● Associate Professors: 9 hours</li><li>● Assistant Professors: 9 hours</li><li>● Lecturers: 10 hours</li></ul>	<p><b>Contact</b></p> <p>Office of Academic Affairs (OAA)</p> <p>04-22840215</p>
<p><b>More Information</b></p> <p><a href="https://oaa.nchu.edu.tw/en-us/rule/download-list.5.0.L3%EF%BC%8D11">https://oaa.nchu.edu.tw/en-us/rule/download-list.5.0.L3%EF%BC%8D11</a></p>	

### 2.2- Reduction of Basic Teaching Hours

<ol style="list-style-type: none"><li>1. New Faculty Members: Eligible for one- or two-hour weekly reduction in the first two years. Special approval is required.</li><li>2. Pregnant Faculty Members: During pregnancy, eligible for a two-hour weekly reduction for one semester.</li><li>3. Faculty Members with Young Children: Those who need to care for children under age two may apply for a two-hour weekly reduction for each child. Limited to one application per child. Maximum of four semesters can be applied for.</li></ol> <p>Note: All applications require relevant supporting documents and special approval from the committee of the faculty member's affiliated unit.</p>	<p><b>Contact</b></p> <p>Office of Academic Affairs (OAA)</p> <p>04-22840215</p>
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<p><b>More Information</b></p> <p><a href="https://oaa.nchu.edu.tw/en-us/rule/download-list.0.0.L3%EF%BC%8D11">https://oaa.nchu.edu.tw/en-us/rule/download-list.0.0.L3%EF%BC%8D11</a></p>	
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### 2.3- Submission of Semester Grades

<ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> </ul>	<p><b>Contact</b></p> <p>Office of Academic Affairs (OAA)</p> <p>04-22840218</p>
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### 2.4- English as a Medium of Instruction

<p>The BEREC 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,</p>	<p><b>Contact</b></p> <p>Bilingual Education Resource Center (BERC)</p> <p>04-22840153#26</p>
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preparing students for success in the global industry.

**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
<b>stands for</b>	English for General Purposes	English for General Academic Purposes	English for Specific Academic Purposes	English as a Medium of Instruction
<b>Language of instruction</b>	Mandarin/English	Mandarin/English	Mandarin/English	100% of the delivery of content, teacher-student interaction should be in English
<b>Instructional Materials</b>	Mandarin/English	Mandarin/English	Mandarin/English	entirely in English
<b>Course Objectives</b>	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
<b>Examples</b>	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
<b>Mission and Goals</b>	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

New faculty members must complete the following requirements within four semesters:

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. Obtain a certificate from an OAA-approved online teaching skill workshop for EMI courses.

**Contact**

Development of Teaching and Learning Center (CDTL)


04-22840218#19

Bilingual Education Resource Center (BERC)

04-22840153


<p><b>More Information</b></p> <p>#L5-14 in <a href="https://oaa.nchu.edu.tw/en-us/rule/download-list.7.0">https://oaa.nchu.edu.tw/en-us/rule/download-list.7.0</a>.</p>	
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### 3.2- Teacher Mentoring


<ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> </ul>	<p><b>Contact</b></p> <p>Development of Teaching and Learning Center (CDTL)</p> <p>04-22840218#19</p>
<p><b>More Information</b></p> <p>#L5-06 in <a href="https://oaa.nchu.edu.tw/en-us/rule/download-list.7.0">https://oaa.nchu.edu.tw/en-us/rule/download-list.7.0</a>.</p>	


### 3.3- Teaching-Related Incentives


Teaching Awards	Contact
<ul style="list-style-type: none"> <li>● <b>Excellent Teaching Award</b></li> </ul> <p>Nomination request sent to all departments and institutes around mid-April each year. Winners will receive a flexible salary increase for two years.</p> <p>Eligibility: Full-time teachers with at least three consecutive years of teaching.</p> <ul style="list-style-type: none"> <li>➤ Excellent Teaching Award I: NT\$25,000 per month.</li> </ul>	<p>Development of Teaching and Learning Center (CDTL)</p> <p>04-22840218#19</p>

<p>➤ Excellent Teaching Award II: NT\$15,000 per month.</p> <p>● <b>Favorite Teacher Award</b></p> <p>Students vote in March each year for teachers dedicated to their teaching.</p> <p>Recipients are publicly honored.</p>	
<p><b>More Information</b></p> <p><a href="https://oaa.nchu.edu.tw/en-us/rule/download-list.7.0">L5-10 in https://oaa.nchu.edu.tw/en-us/rule/download-list.7.0.</a></p>	


Teaching Innovation and Faculty Development	Contact
<p>● <b>MOE Teaching Practice Research Program</b></p> <p>Application Period: Late November each year</p> <p>Grant Amount: NT\$500,000</p> <p>Additional Incentive: NT\$20,000 for approved faculty members.</p> <p>● <b>Teaching Grants</b></p> <p>Application Period: Mid-March each year</p> <p>Grant Amount: Contingent on Project Proposal</p> <p>● <b>Faculty Development Community Grants</b></p> <p>Application Period: April each year</p> <p>Grant Amount: Contingent on Project Proposal</p>	<p>Development of Teaching and Learning Center (CDTL)</p> <p>04-22840218#13,19</p>
<p><b>MOE Teaching Practice Research Program</b></p> <p><a href="https://tpr.moe.edu.tw/">https://tpr.moe.edu.tw/</a></p> <p><b>CDTL and the Teaching Project Application System</b></p> <p><a href="https://cdtl.nchu.edu.tw/2019application/index.php">https://cdtl.nchu.edu.tw/2019application/index.php</a></p>	

	
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All-English Courses (EMI Courses)	Contact
<ul style="list-style-type: none"> <li>● NCHU provides subsidies to encourage faculty participation in EMI (English as a Medium of Instruction) courses.</li> <li>● Subsidy Details:               <ol style="list-style-type: none"> <li>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"> <li>a. Teaching hours: counted as 1.5 times, within the university's teaching hours limit.</li> <li>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.</li> </ol> </li> <li>2. Subsidized EMI course instructors must obtain an EMI teaching skills certificate within two years.</li> </ol> </li> <li>● Application Deadline: September 16, 2024 (for Fall 2024)</li> </ul>	<p>Bilingual Education Resource Center (BERC)</p> <p>04-22840153#22</p>
<p><b>More Information</b></p> <p><a href="https://oaa.nchu.edu.tw/en-us/emi-service/page-detail.2728">https://oaa.nchu.edu.tw/en-us/emi-service/page-detail.2728</a></p>	

English for Specific Academic Purposes (ESAP) Courses	Contact
<ul style="list-style-type: none"> <li>● Goal: To encourage faculty members across various disciplines to offer professional academic English courses to help students transition smoothly into EMI (English as a Medium of Instruction) courses taught entirely in English.</li> <li>● Language of Instruction: No restriction on the proportion of Chinese and English used.</li> <li>● Application Deadline: October 14, 2024 (for Fall 2024)</li> <li>● Grant Amount: ranging from NT\$10,000 to NT\$30,000, depending on the specific course and semester.</li> </ul>	<p>Bilingual Education Resource Center (BERC)</p> <p>04-22840153#23</p>
<p><b>More Information</b></p> <p><a href="https://oaa.nchu.edu.tw/en-us/emi-service/page-detail.2700">https://oaa.nchu.edu.tw/en-us/emi-service/page-detail.2700</a></p> <p><b>Application Form</b></p> <p><a href="https://reurl.cc/54Ovyv">https://reurl.cc/54Ovyv</a></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><b>Contact</b></p> <p>Development of Teaching and Learning Center (CDTL)</p> <p>04-22840218#16</p>
<p><b>More Information</b></p> <p>#L5-11 in <a href="https://oaa.nchu.edu.tw/en-us/rule/download-list.7.0.Assistant">https://oaa.nchu.edu.tw/en-us/rule/download-list.7.0.Assistant</a></p>	

## 4- Research Project Subsidies and Awards

### 4.1- External Funds

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



## 4.2- In-House Funds

<b>Teaching and Research Subsidies for New Faculty Members</b>	Office of Research and Development (ORD) 04-2284550#301
<b>Matching Funds for Equipment, Books, and Electronic Resources</b>	
<b>Academic Development Grant</b>	
<b>Subsidy for Article Publication Fees in Top International Journals</b>	04-2284550#303
<b>Subsidies for Faculty Members and Postdoctoral Researchers Attending International Conferences</b>	04-2284550#304
<b>Matching Funds for Government Project</b>	
Application Deadline: Before March 1, June 1, September 1, and December 1 each year	
<b>Academic Research Incentives</b>	04-2284550#303
Application Deadline: Based on the internal announcement deadline	
<b>Outstanding Young Faculty Jade Award</b>	
Application Deadline: August each year (based on the internal announcement deadline)	

## 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](mailto:tlo@dragon.nchu.edu.tw)


- **Technology Transfer**

Phone: 04-22840558#20,21

Email: [tto@dragon.nchu.edu.tw](mailto:tto@dragon.nchu.edu.tw)


## 5- Resources for International Affairs

### 5.1- NCHU Introduction and Promotion

<p>To introduce and promote NCHU to international scholars or students, please refer to the following information.</p> <ul style="list-style-type: none"> <li>● <b>Videos about the University and Campus Life:</b> <ol style="list-style-type: none"> <li>1. Official Introduction:           <ul style="list-style-type: none"> <li>- “About NCHU” Video Playlist [<a href="#">Link</a>]</li> </ul> </li> <li>2. International Students' Perspectives:           <ul style="list-style-type: none"> <li>- More from OIA’s YouTube Channel [<a href="#">Link</a>]</li> </ul> </li> </ol> </li> <li>● ARCH, representing our pillars of Ascension, Research, Collaboration, and Heritage, is more than just a publication. [<a href="#">Link</a>]</li> <li>● <b>Promotional Package Request</b> [<a href="#">Link</a>]</li> </ul>	<p><b>Contact</b></p> <p>Office of International Affairs (OIA)</p> <p>04-22840206</p>
<p><b>More Information</b></p> <p><a href="https://www.oia.nchu.edu.tw/index.php/">https://www.oia.nchu.edu.tw/index.php/</a></p>	

### 5.2- International Student Recruitment

<p>NCHU, located in central Taiwan, offers over 100 degree programs for international students. These include fully English-taught Bachelor's, Master's, and Doctoral programs across various disciplines</p> <ul style="list-style-type: none"> <li>● FAQs for Recruiting International Students [<a href="#">Link</a>]</li> <li>● International Student Admission [<a href="#">Link</a>], including all information about study at NCHU.</li> <li>● Brief information for prospective students:</li> </ul>	<p><b>Contact</b></p> <p>Office of International Affairs (OIA)</p> <p>04-22840206</p>
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<p><b>1. Application Form</b></p> <p>Download from the NCHU Office of International Affairs website.</p> <p><b>2. Required Documents</b></p> <ul style="list-style-type: none"> <li>➤ <b>Academic Credentials:</b> Highest diploma and transcripts.</li> <li>➤ <b>Language Proficiency:</b> Chinese (TOCFL A2+) and/or English (CEFR B1+), based on departmental requirements.</li> <li>➤ <b>Recommendation Letters:</b> Two from professors or advisors.</li> <li>➤ <b>Personal Statement:</b> Explain your motivation and study plans.</li> </ul> <p><b>3. Scholarships</b></p> <ul style="list-style-type: none"> <li>➤ <b>Taiwan Scholarship:</b> Up to NT\$ 400,000 per year, provided by the government.</li> <li>➤ <b>University Scholarships:</b> Tuition waivers or stipend for outstanding students.</li> </ul> <p>For more details, visit the NCHU OIA website or contact the office directly.</p>	
<p><b>More Information for Degree-Seeking Students:</b></p> <p><a href="https://www.oia.nchu.edu.tw/index.php/3-apply-to-nchu-en/3-1-degree-programs-en/3-1-1-eligibility-en">https://www.oia.nchu.edu.tw/index.php/3-apply-to-nchu-en/3-1-degree-programs-en/3-1-1-eligibility-en</a></p>	

### 5.3- Other Information

<p>Please visit the OIA's website for details about Global Mobility, International Collaboration, and information for International Visitors.</p>	<p><b>Contact</b></p> <p>Office of International Affairs (OIA)</p> <p>04-22840206</p>
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**More Information**

<https://www.oia.nchu.edu.tw/>



## 6- Personnel Services

### 6.1- Attendance Management

<p>Faculty members are exempt from clock in/out requirements. For all leave types (personal, sick, business trips), submit requests through the university's online attendance system via Single Sign-On. Apply in advance whenever possible. To cancel approved leave, use [Teacher Leave Cancellation] function in the system. Cancellations become effective upon supervisor approval. For travel reimbursement, include the travel application form and submit within 3 months of the trip completion.</p>	<p><b>Contact</b> Office of Personnel 04-22840651</p>
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### 6.2- Teacher Qualification Review

<p><b>Approval Process:</b></p> <ul style="list-style-type: none"><li>● Department, College, and University Faculty Evaluation Committees review</li><li>● Teacher applies for account on Higher Education Teacher Review System</li><li>● Teacher submits review details, ensuring alignment with University submission</li></ul> <p><b>Document Submission:</b></p> <ul style="list-style-type: none"><li>● Office of Personnel verifies information</li><li>● Teacher submits signed:<ul style="list-style-type: none"><li>➤ Teacher Qualification Review Resume</li><li>➤ Review Teacher Qualification Check Form</li><li>➤ One ID photo</li></ul></li></ul> <p><b>Issuance of Certificate:</b></p> <p>Once the Ministry of Education issues the teacher's certificate, the Office of Personnel will send an official letter notifying the teacher. The teacher 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><b>Contact</b> Office of Personnel 04-22840650, 04-22840617, 04-22840648, 04-22840170</p>
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<p>*If the faculty holds foreign diplomats, 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).</p>	
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### 6.3- Teacher Evaluation

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

<ul style="list-style-type: none"> <li>● <b>Promotion Application</b> ➤ Requirements: Assistant Professor: 3 years as a Lecturer. Associate Professor: 3 years as an Assistant Professor. Professor: 3 years as an Associate Professor.</li> </ul>	<p><b>Contact</b> Office of Personnel 04-22840650, 04-22840617, 04-22840648,</p>
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<p>➤ Performance Demonstration: Academic works, technical reports, or teaching works.</p> <ul style="list-style-type: none"> <li>● <b>Reappointment Application</b></li> </ul> <p>Eligible if holding a higher-level certificate and recent academic works (last 3 years). External review is required for appointments after February 1, 2014. Previous service years and works cannot be reused for future promotions.</p> <ul style="list-style-type: none"> <li>● <b>Procedure</b></li> </ul> <p>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>	<p>04-22840170</p>
<p><b>NCHU Regulations for Faculty Appointments and Promotions</b></p> <p><a href="https://nchu.cc/4650">https://nchu.cc/4650</a></p>	

## 6.5- Mandatory Promotion Deadline

<ul style="list-style-type: none"> <li>● <b>Promotion within Six Years</b></li> </ul> <p>Faculty members are required to apply for and successfully complete the promotion review process within six years to be eligible for a pay raise.</p> <ul style="list-style-type: none"> <li>● <b>Counseling in the Fourth Year</b></li> </ul> <p>Faculty members who have not achieved promotion by the fourth year will receive promotional guidance and counseling.</p> <ul style="list-style-type: none"> <li>● <b>Seven-Year Deadline</b></li> </ul> <p>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.</p>	<p><b>Contact</b></p> <p>Office of Personnel</p> <p>04-22840650</p>
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<ul style="list-style-type: none"> <li>● <b>Extension Criteria for Promotion</b></li> </ul> <p>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>	
<p><b>NCHU Faculty Accreditation Review for Monographs, Technical Reports, Artwork, Sports Achievements, and Teaching Practice Research</b></p> <p><a href="https://nchu.cc/75MZI">https://nchu.cc/75MZI</a></p>	

## 6.6- Appeal Process for Full-Time Faculty

<ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> </ul>	<p><b>Contact</b></p> <p>Office of Personnel</p> <p>04-22840647</p>
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## 6.7- Salary and Incentives for New Faculty Members

<p>The following flexible salary incentives are limited to the first three years after appointment.</p> <p><b>1. General New Faculty Members</b></p> <ul style="list-style-type: none"> <li>● An additional salary of NT\$15,000/month will be automatically issued without application.</li> <li>● Payment process begins immediately after appointment.</li> </ul>	<p><b>Contact</b></p> <p>Office of Personnel</p> <p>04-22840650</p>
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## **2. Outstanding New Faculty Members**

- 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.

## **3. Foreign New Faculty Members (excluding dual nationality)**

- 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.

## **4. Incentive for Teaching Entirely in English**

- 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.

## **5. Performance Report Submission**

- 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.

### **More Information**

<https://person.nchu.edu.tw/centralLaws.php>



## 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><b>Contact</b> Cashier Division 04-22840630</p>
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## 6.9- Income Tax Information

<ul style="list-style-type: none"> <li>● A tax year in Taiwan aligns with the calendar year, running from January 1 to December 31.</li> <li>● Resident Criteria: You are considered a resident of the Republic of China if you meet any of the following: <ul style="list-style-type: none"> <li>➤ You have a domicile within Taiwan and reside there at all times.</li> <li>➤ You do not have a domicile in Taiwan but reside there for more than 183 days during a taxable year.</li> <li>➤ If you do not meet these criteria, you are classified as a non-resident of the Republic of China.</li> </ul> </li> </ul>	<p><b>Contact</b> Cashier Division 04-22840269</p>
<p><b>More Information</b> <a href="https://www2.nchu.edu.tw/~oga/cash-Income.html">https://www2.nchu.edu.tw/~oga/cash-Income.html</a></p>	

## 6.10- Establishment of Personal Retirement Accounts

<p>Effective July 1, 2023, the Public Service Pension Fund Management Board will establish individual retirement accounts for faculty members upon joining the service. Both faculty members and the government will contribute monthly to the pension reserve fund, including mandatory and voluntary contributions. The accumulated</p>	<p><b>Contact</b> Office of Personnel 04-22840618,</p>
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principal and investment returns will form the foundation of future pension benefits.	04-22840619, 04-22840559
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## 6.11- Regulations Governing Part-Time Teaching for Quota-based

### Full-time Faculty

<ul style="list-style-type: none"> <li>● <b>External Part-Time Teaching</b> <ul style="list-style-type: none"> <li>➤ Quota-based full-time faculty must obtain approval from their department meeting, followed by administrative approval, before engaging in part-time teaching.</li> <li>➤ Limitation: 4 hours per week off-campus (excluding weekends) in addition to on-campus overtime.</li> </ul> </li> <li>● <b>Prohibitions</b> <ul style="list-style-type: none"> <li>➤ New faculty with reduced teaching loads.</li> <li>➤ Faculty members not fulfilling basic teaching hour requirements.</li> <li>➤ Faculty members who failed the evaluation in the previous academic year.</li> </ul> </li> <li>● <b>Part-Time Employment</b> <ul style="list-style-type: none"> <li>➤ Must not impede primary responsibilities.</li> <li>➤ Must fulfill basic teaching hours and work obligations.</li> <li>➤ Requires prior written approval; reapplication necessary for any modifications.</li> <li>➤ Administrative tasks restricted to 8 hours per week.</li> </ul> </li> <li>● <b>Part-Time Teaching/Working in Mainland China</b> <ul style="list-style-type: none"> <li>➤ Restricted to short-term lectures and academic exchanges.</li> <li>➤ Full-time faculty members are prohibited from holding part-time positions or teach part-time at schools in Mainland China.</li> <li>➤ Violations will result in disciplinary measures.</li> </ul> </li> </ul>	<p><b>Contact</b></p> <p>Office of Personnel</p> <p>04-22840650, 04-22840617, 04-22840648, 04-22840170</p>
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<p><b>More Information</b></p> <p><a href="https://person.nchu.edu.tw/centralLaws.php">https://person.nchu.edu.tw/centralLaws.php</a></p>	
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## 6.12- Critical Considerations for Project Personnel Recruitment


<ul style="list-style-type: none"> <li>● <b>Ensure Seamless Employment and Insurance Integration</b> 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.</li> <li>● <b>Classification of Student Part-Time Assistants</b> Student assistants are classified into two categories: "Learning" and "Labor."  <ul style="list-style-type: none"> <li>➤ Learning: Educational activities (e.g., research projects, service activities) funded by institutional assistance, exempt from minimum wage requirements.</li> <li>➤ Labor: Employment activities involving compensated work, subject to compliance with minimum hourly wage as stipulated by the Labor Standards Act.</li> </ul> </li> <li>● <b>Clarification and Information Dissemination</b> <ul style="list-style-type: none"> <li>➤ Explicitly delineate whether the position is classified as "Learning" or "Labor."</li> <li>➤ Comprehensively inform student assistants of their rights and responsibilities.</li> </ul> </li> </ul>	<p><b>Contact</b></p> <p>Office of Personnel 04-22840614, 04-22840646</p>
<p><b>EZ-Come system</b></p> <p><a href="https://psf.nchu.edu.tw/EZcome/index.jsp">https://psf.nchu.edu.tw/EZcome/index.jsp</a></p>	

## 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 and entering their institutional email address and password.</p>	<p><b>Contact</b></p> <p>Computer and Information Network Center (CINC)</p> <p>04-22840306#764</p>
<p><b>More Information</b></p> <p><a href="https://cc.nchu.edu.tw/network-c/wireless_index.html">https://cc.nchu.edu.tw/network-c/wireless_index.html</a></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><b>Contact</b></p> <p>Computer and Information Network Center (CINC)</p> <p>04-22840306#744</p>
<p><b>More Information</b></p> <p><a href="https://cc.nchu.edu.tw/p/406-1000-859,r35.php?Lang=en">https://cc.nchu.edu.tw/p/406-1000-859,r35.php?Lang=en</a></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><b>Contact</b></p> <p>Computer and Information Network Center (CINC)</p> <p>04-22840306#732</p>
<p><b>More Information</b></p> <p><a href="https://cc.nchu.edu.tw/p/406-1000-921,r36.php?Lang=en">https://cc.nchu.edu.tw/p/406-1000-921,r36.php?Lang=en</a></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"> <li>● Faculty members may designate resources for student use based on course requirements, including books, journals, multimedia materials, electronic resources, individual articles, or instructor-provided materials.</li> <li>● Textbook Request Process:               <ul style="list-style-type: none"> <li>(1) <b>Submission deadlines</b> <ul style="list-style-type: none"> <li>➤ Fall semester: End of July</li> <li>➤ Spring semester: End of December</li> </ul> </li> <li>(2) <b>Application Procedure</b> <ul style="list-style-type: none"> <li>➤ Complete the "Application Form for Textbooks and Instructor-Designated Materials"</li> </ul> </li> </ul> </li> </ul>	<p>Reference Services</p> <p>04-22840290#141</p>

<p>➤ Submit completed form via email to: nchu.e.reserve@email.nchu.edu.tw</p>	
<p><b>Library Resource Utilization Course Services</b></p>	<p><b>Contact</b></p>
<ul style="list-style-type: none"> <li>● To support teaching and research, the library offers resource utilization courses.</li> <li>● Request Process: <ul style="list-style-type: none"> <li>(1) Submissions must be made on a per-class basis</li> <li>(2) Requests must be submitted two weeks prior to the required date</li> </ul> </li> </ul>	<p>Reference Services 04-22840290#147</p>
<p><b>Research Borrowing Service for Faculty</b></p>	<p><b>Contact</b></p>
<ul style="list-style-type: none"> <li>● 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.</li> <li>● The loan period is flexible and may extend until project completion. Upon conclusion, designated research books must be returned to the Library's collection.</li> </ul>	<p>Collection Management &amp; Circulation Services 04-22840290#462</p>
<p><b>Borrowing and Returning Library Books</b></p>	<p><b>Contact</b></p>
<ul style="list-style-type: none"> <li>● 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.</li> <li>● Reference books, atlases, journals, newspapers, dissertations, periodicals, and special collections are restricted to in-library use.</li> </ul>	<p>Collection Management &amp; Circulation Services 04-22840290#161</p>
<p><b>Interlibrary Loan</b></p>	<p><b>Contact</b></p>
<ul style="list-style-type: none"> <li>● 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.</li> <li>● Document Delivery: For unavailable resources in our library, requests can be made through the "National Document Delivery</li> </ul>	<p>Collection Management &amp; Circulation Services 04-22840290#161  Reference Services 04-22840290#141</p>


System (NDDS)" and "International Rapid Interlibrary Loan (RapidILL)" services.	
<b>Purchase Request Service</b>	<b>Contact</b>
<ul style="list-style-type: none"> <li>● Suggestions for additions to the Library's collections can be submitted through our Purchase Request System.</li> <li>● 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.</li> </ul>	<p>Acquisitions &amp; Cataloging</p> <p>04-22840291#122</p>
<b>Rush Cataloging Request Service</b>	<b>Contact</b>
<ul style="list-style-type: none"> <li>● 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.</li> <li>● Application Process: Complete the online form available on the NCHU library website.</li> <li>● Processing time: 3-5 working days.</li> </ul>	<p>Acquisitions &amp; Cataloging</p> <p>04-22840290 #127</p>
<b>NCHU Press Book Publication Application Service</b>	<b>Contact</b>
<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>04-22840290#216</p>
<b>Family Borrowing Service</b>	<b>Contact</b>
<ul style="list-style-type: none"> <li>● Current NCHU full-time faculty members may apply for a "Family Reading Card" for their spouse, children, and parents.</li> <li>● Handling Fee: NT\$200 per card.</li> <li>● Borrowing Limits: 10 books &amp; 2 DVDs.</li> </ul>	<p>Collection Management &amp; 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 &amp; 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**

To commemorate its centennial and showcase its research capacity, the library has installed the NCHU Collection on the first floor. This collection displays over 1,500 works by faculty members, highlighting the fruits of their academic research and knowledge transfer. These materials are available for in-room use only and cannot be loaned or checked out.

Reference Services  
04-22840291#141

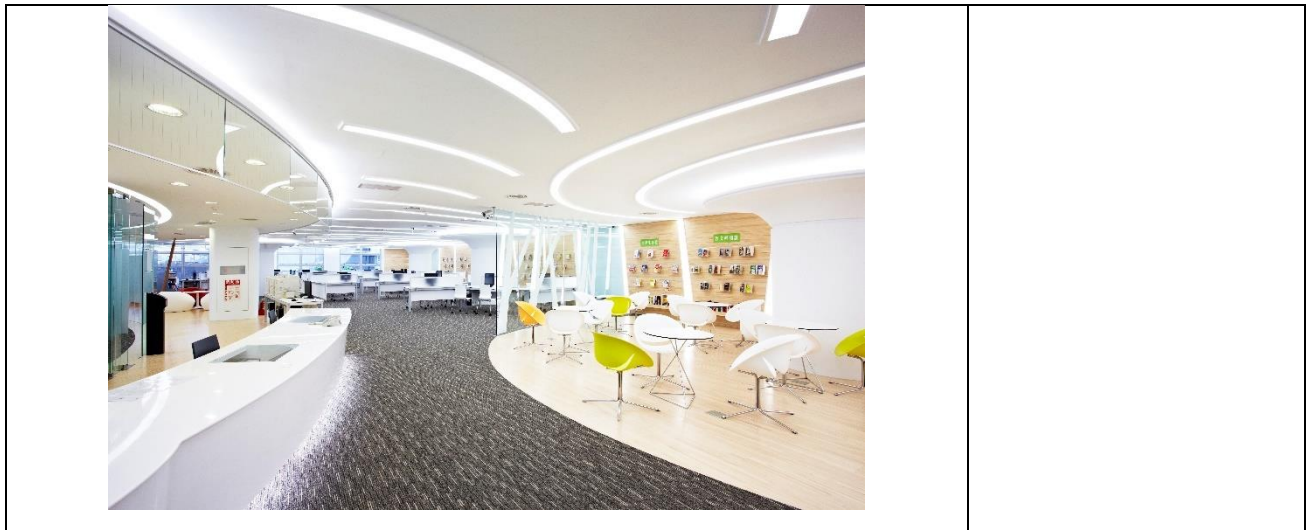


**Learning Commons**

**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"> <li>● ORCID (Open Researcher and Contributor ID) aims to address author identity issues and effectively integrate researchers' activities with those of their peers.</li> <li>● The Library encourages NCHU faculty to utilize ORCID to enhance the discoverability of their research.</li> </ul>	<p><b>Contact</b> Reference Services 04-22840290#146</p>
<p><b>More Information</b> <a href="https://www.lib.nchu.edu.tw/en/study.php?cid=27">https://www.lib.nchu.edu.tw/en/study.php?cid=27</a></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><b>Contact</b> Digital Resources 04-22840291#218</p>
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<p><b>NCHU Special Rates for OA Publication</b></p> <p><a href="https://www.lib.nchu.edu.tw/en/study.php?cID=30">https://www.lib.nchu.edu.tw/en/study.php?cID=30</a></p>	
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## 8- Procurement and Reimbursement

### 8.1- Guidelines for Overseas Travel Reimbursement Requests

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

## 8.2- Procurement Procedures

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

<ul style="list-style-type: none"> <li>● <b>Reimbursement Methods</b> Salaries, travel expenses, and advance payments on behalf of NCHU will be reimbursed via Chunghwa POST or SinoPac bank wire transfers.</li> <li>● <b>Applicable Laws and Regulations</b> Available on the NCHU website → Administrative Units → Office of Accounting webpage or through consultation with review staff.</li> <li>● <b>Reimbursement Process</b> <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Transactions Exceeding NT\$150,000: Require approval by the NCHU President or an authorized proxy.</li> </ul> </li> </ul>	<p><b>Contact</b></p> <p>Office of Accounting 04-22840299</p>
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**More Information**

<https://sites.google.com/view/nchuacc/regulations?authuser=0>



## 8.4- Guidelines for Safekeeping of State-Owned Property

**Custodian Responsibilities:**

The designated property custodian (user) within each unit is responsible for the following:

- **Regular Inventory**
  - Conduct frequent checks of property quantity
  - Ensure all items are accounted for
- **Proper Usage and Maintenance Protocols**
  - Oversee correct utilization of property
  - Ensure adherence to regular maintenance schedules
- **Annual Inventory Cooperation**
  - Participate in the annual property inventory process
  - Provide accurate and timely information as required

**Contact**

Property Operation  
Management  
Division  
04-22840272

## 9- Campus Life and Health


### 9.1- Campus Telephone and Emergency Reporting Hotline

- Campus Security Office
  - Main Gate: 04-22840285

➤ Office: 04-22840288

- Office of Student Safety: 04-22870885
- Health and Counseling Center: 04-22840241
- Taichung City Fire Department, Ambulance: 119, 04-23811119#9
- 3rd Precinct, Jhengyi Police Station, Taichung City Police Department: 110,04-22223319

## 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><b>Contact</b></p> <p>Occupational Safety and Health and Environmental Protection Center (SHE Center)</p> <p>04-2284-0589#24</p>
<p><b>Workplace Maternal Health Protection</b></p> <p><a href="https://nchu.cc/8v6U3">https://nchu.cc/8v6U3</a></p>	

## 9.3- Employee Benefits

<p><b>1. Birthday Voucher</b></p> <p>NT\$600 annually for each faculty and staff member.</p> <p><b>2. Cultural and Recreational Activity Allowance</b></p> <p>NT\$500 annually for each faculty and staff member.</p> <p><b>3. Health Checkup Subsidy</b></p>	<p><b>Contact</b></p> <p>Office of Personnel</p> <p>04-22840642</p>
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<ul style="list-style-type: none"> <li>● Eligibility: Full-time faculty and staff members aged 40 and above within the official staffing structure</li> <li>● Frequency: Every two years</li> <li>● Maximum subsidy: NT\$4,500</li> </ul> <p><b>4. Living Allowances</b></p> <ul style="list-style-type: none"> <li>● Includes: Marriage allowance, childbirth allowance, child education allowance, and funeral allowance for family members.</li> </ul>	
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## 9.4- Employee Assistance Program (EAP) Services


<p>To effectively implement the Employee Assistance Program (EAP) and assist colleagues in identifying and resolving issues that may affect their work performance, our university offers the following EAP services:</p> <ul style="list-style-type: none"> <li>● <b>Childcare Facilities</b> <ul style="list-style-type: none"> <li>➤ Daycare center opening in August, 2025</li> <li>➤ Contracted childcare institutions available near the campus</li> </ul> </li> <li>● <b>Psychological Counseling</b> <ul style="list-style-type: none"> <li>➤ Taichung City Lifeline Association: Toll-free # 1995</li> <li>➤ Office of Personnel hotline: 04-22840615, 04-22840302</li> </ul> </li> <li>● <b>Contracted Medical Services</b> <ul style="list-style-type: none"> <li>➤ On-site doctor services at the Health and Counseling Center</li> <li>➤ Discounts at contracted medical facilities</li> </ul> </li> <li>● <b>Legal Consultation</b> <ul style="list-style-type: none"> <li>➤ Schedule: Every second Tuesday of the month</li> <li>➤ Location: Room 308, 3rd floor of the Administration Bldg.</li> <li>➤ Times: 9:30 AM to 11:30 AM (video service); 1:30 PM to 4:30 PM (face-to-face service)</li> <li>➤ Duration: 20 minutes per person</li> </ul> </li> </ul>	<p><b>Contact</b> Office of Personnel 04-22840615</p>
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## 9.5 - Faculty Housing Application


<p>To provide an optimal living environment conducive to faculty concentration on teaching and research, we offer single-room duty dormitories, multi-room duty dormitories, and guest houses. Faculty members may apply according to their needs, and accommodation will be allocated based on these applications.</p>	<p><b>Contact</b> Office of General Affairs (OGA) 04-22840272</p>
<p><b>More Information</b> <a href="http://dormitory.nchu.edu.tw/main.asp">http://dormitory.nchu.edu.tw/main.asp</a></p>	

## 9.6- Health and Wellness Services


<p>As of 2024, we have established partnerships with 34 medical institutions (10 hospitals and 24 clinics) to provide discounted consultation and registration fees, as well as reduced costs for certain self-paid medical services, benefiting our faculty and students.</p>	<p><b>Contact</b> Health and Counseling Center 04-22840241 # 13</p>
<p><b>More Information</b> <a href="https://www.osa.nchu.edu.tw/osa/en/hac/health_services_2.html">https://www.osa.nchu.edu.tw/osa/en/hac/health_services_2.html</a></p>	

## 9.7- Campus Parking Authorization Process

<ol style="list-style-type: none"> <li>1. Complete the Vehicle Access Application form</li> <li>2. Obtain approval from the department head.</li> <li>3. Prepare required documentation: <ul style="list-style-type: none"> <li>● Personal vehicles: Copy of vehicle license</li> </ul> </li> </ol>	<p><b>Contact</b> Office of General Affairs (OGA) 04-22840260#23</p>
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<ul style="list-style-type: none"> <li>● Non-personal vehicles: Immediate family/spouse certification</li> </ul> <p>4. Submit completed application and supporting documents to the Business Engagement Division.</p>	
<p><a href="https://nchu.cc/6MGQ9">https://nchu.cc/6MGQ9</a></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"> <li>● <b>Eligibility</b> <ul style="list-style-type: none"> <li>➤ Female faculty and staff during pregnancy</li> <li>➤ Faculty and staff whose spouses are pregnant</li> </ul> </li> <li>● <b>Important Notes</b> <ul style="list-style-type: none"> <li>➤ For applicants who have already obtained a parking permit for the current year, a 10-month complimentary parking benefit will be provided.</li> </ul> </li> </ul> <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><b>Contact</b></p> <p>Occupational Safety and Health and Environmental Protection Center (SHE Center)</p> <p>04-2284-0589#24</p>
<p><b>More Information</b></p> <p><a href="https://nchu.cc/8v6U3">https://nchu.cc/8v6U3</a></p>	

## 9.9-Campus Sports Facilities Overview

<ul style="list-style-type: none"><li>● Our university's sports complex includes a gymnasium, a track and field stadium, a rock-climbing court, 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.</li><li>● 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.</li></ul>	<p><b>Contact</b></p> <p>Office of Physical Education</p> <p>04-22840230#202</p>
<p><b>More Information</b></p> <p><a href="https://pe.nchu.edu.tw/en/index.php">https://pe.nchu.edu.tw/en/index.php</a></p> <p><b>Sports Venue(s) Rental Application</b></p> <p><a href="https://pe.nchu.edu.tw/upload/downloaden/2304260956430000002.pdf">https://pe.nchu.edu.tw/upload/downloaden/2304260956430000002.pdf</a></p> <p><b>Facebook page of Office of Physical Education</b></p> <p><a href="https://www.facebook.com/nchugym230/?locale=en">https://www.facebook.com/nchugym230/?locale=en</a></p>	