Welcome

National Chengchi University and the Republic of China (Taiwan) welcome you to join us. We have created an environment for scholarly achievement and provide the necessary assistance for you to live here.

This handbook serves as a starting point for you to gain the resources and information you need while working at National Chengchi University. The Office of International Cooperation (OIC) is also accessible for advice. Not long after your arrival, you will find that help is all around from your colleagues and local residents. Finally, if you have any comments or suggestions about the handbook, please feel free to contact us by e-mail at oic@nccu.edu.tw.

Enjoy and best wishes to your stay at NCCU!
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I. Work Permits, Visa Types, and Other Notices

1. Work Permit Application:
The departments or colleges you will work in will help you apply for a work permit. The required documents and forms are listed in the following links:

- **Documents Required for Examination for Foreign Teachers and Researchers Applying for Work Permits**
  
  [http://p00.nccu.edu.tw/personnel_EN/download/workPermit/workP01.doc](http://p00.nccu.edu.tw/personnel_EN/download/workPermit/workP01.doc)

- **Application forms for work permit of employing foreign professionals**
  
  [http://www.evta.gov.tw/eng/content/content.asp?mfunc_id=101&func_id=101&typ
eid=0&cata_id=0&id=9204](http://www.evta.gov.tw/eng/content/content.asp?mfunc_id=101&func_id=101&typ
eid=0&cata_id=0&id=9204)

Work permit is required when applying for visa and Alien Resident Certificate. It will take more than 2 weeks to issue the permit and to send it to your department. If you are in a hurry, please go to Personnel Office to collect it personally.

2. Visa Regulation and Alien Resident Certificate (ARC)
There are two types of visas the faculties may apply for to enter the Republic of China (Taiwan): visitor visa and resident visa. For the most updated information, please contact Taiwan Representative Office or Embassy in your country or refer to the following government websites.

- **Visitor Visa**

  Foreign nationals who hold valid passports or other legal travel documents and intend to stay in the Republic of China (Taiwan) for less than six months may apply for visitor visa.


- **Resident Visa**

  Foreign nationals who hold ordinary passports or other legal travel documents and intend to stay in the Republic of China (Taiwan) for more than six months may apply for resident visa.

• Visa Extension and Visa Status Change

A. Faculties holding visitor visa and wishing to stay more than 6 months after their arrival should apply for changing to resident visa with the Bureau of Consular Affairs, Ministry of Foreign Affairs (MOFA).

B. Faculties holding visitor visa and wishing to stay less than 6 months are not required to change their visa status. However, if they intend to stay longer than their visa expiration date, they do need to apply for visa extensions through National Immigration Agency before the expiration date.


• Visa Exempt Entry and Landing Visa:

The duration of stay for Visa Exempt Entry and Landing Visa are not extendable. They are for 30 days only, starting from the next day of arrival.


• Alien Resident Certificate (ARC)

Resident visa holder must apply for ARC within 15 days following the date of entrance or the approval date of the resident visa at the National Immigration Agency.


• Application for Alien Resident Certificate (ARC) Extension

If the ARC holders are eligible to continue to stay in Taiwan longer than the ARC expiration date, they should apply for ARC extension.


• Reentry Permit

Reentry permits should be applied and obtained before departing the country. Foreign workers cannot simultaneously apply for the reentry permit when applying for an Alien Resident Certificate. Reentry permits for foreign workers are based on a principle of single use with one-month validity. Those needing to extend or shorten the period of validity should provide written documents from both the employer and employee.

● Other Notices:

A. Foreigners cannot work in Taiwan unless employers get permission from their respective governing administration, except for those:
1. Foreigners on scholarly visits of less than six months are exempted from applying for a work permit in Taiwan.
2. Serving as consultants or researchers in governments at various levels and their academic research institutions.
3. Marrying nationals with registered permanent residence in the Taiwan Areas and having obtained an ARC. (Article 48, Employment Service Act, please see the link: http://laws.cla.gov.tw/eng/EngContent.asp?MsgID=68

B. Resident Visa Regulations Regarding Foreign Spouses:

C. Resident Visa Regulations Regarding Minors (under 20 years of age):

D. For more information about Visa Regulation and Alien Resident Certificate (ARC), please see the following links:

   Information for Foreigners

   Bureau of Consular Affairs

   National Immigration Agency
3. Government Agency’s Location

- **National Immigration Agency**

  Address: No15, Guangjhou St., Taipei City 100, Taiwan
  Telephone: (02) 2388-9393

  From NCCU to National Immigration Agency:
  1. Take Bus Brown 15 to Shi-bi-keng (石壁坑), and make one transfer to Bus 252 to the stop at Xiaonanmen (小南門) Station.
  2. Take Bus 236, 237, Brown 3, or Green 1 to MRT Taipei Zoo (動物園) Station, from there to MRT Xiaonanmen (小南門) Station. Take Exit 2.

- **BOCA, Ministry of Foreign Affair**

  From NCCU to Bureau of Consular Affairs: Take Bus 236 to the stop at NTU Hospital (台大醫院) Station.
II. Insurance, Tax, and Employment Information

1. Insurance
A. Full-time foreign faculty members, like all formal, full-time faculty members, should participate in the Civil Servant & Teacher Insurance Plan and National Health Insurance (NHI) Plan; various benefits will be received in accordance with the relevant laws. If you have enrolled in the NHI before your employment with NCCU, please contact our Personnel Office and determine whether you will transfer and pay your premium via NCCU.

B. NHI Medical Benefits: Faculties will be issued NHI IC Cards after joining the program. Holding the IC cards along with their ARCs will allow faculties to select medical services from NHI-affiliated hospitals and clinics. Certain registration fees and co-payments may be charged.

C. Foreign faculties’ families can apply for NHI after living in Taiwan for 4 months.

D. Insurance regulations: Those having an Alien Resident Certificate or Alien Permanent Resident Certificate must apply to join the National Health Insurance Program after residing in Taiwan for four months. However, legally employed individuals must apply on their first day of employment.

E. For more information about NHI, please see the following link:

2. Income Tax Regulations
A. All foreigners making any income in Taiwan must pay income tax on that income.

B. Foreigners who have stayed in Taiwan over 90 days in one taxable year (A full year from Jan. 1 through Dec. 31 is a Taxable Year) must apply to the district National Tax Administration to pay tax on all income earned while in Taiwan, regardless of whether that income is earned from a Taiwanese-owned or foreign-owned organization.

C. For more information, please see the following link:
   http://www.ntat.gov.tw/county/ntat_ch/ntat_en/ab26_1.jsp
3. What You Need to Know While Working in Taiwan

The following tips are provided by our government for foreign professional workers. To protect your right while working in Taiwan, please read these tips carefully and keep them with you for future reference.

1. While working in Taiwan, if you are engaging in any of following behaviors, you will be terminated of your work permit, and will be ordered to leave the country within days:
   (1) work for any one other than employer who applied for your work permit;
   (2) any work other than assigned by your employer;
   (3) absent from work for three consecutive days without reasonable causes;
   (4) refuse undergoing physical examination, and/or provide false information about physical examination, or fail to pass physical examination;
   (5) violate, in serious behavior, any rules and regulations prescribed under Employment Service Act;
   (6) violate, in serious behavior, any other laws and regulations under Taiwan legal system.

2. Employment Service Act and other related rules and regulations:
   (1) should employment contract expire or terminate, you need to leave the country immediately;
   (2) any foreign workers, employed as teacher in other schools, are required to undergo physical examination, those who are employed otherwise, are required as the Department of Health determines;
   (3) work without authorization will be punished carrying dollar amounts of fine of at least 30,000 NT dollars, and up to 150,000 NT dollars; and you will be ordered to leave the country within days, and will not be allowed re-entry;

3. Your rights while work in Taiwan
   (1) Consumer disputes:
       consumers (include foreign workers) who have disputes with business organizations for products and services can file their complaints to business organizations, consumer protection groups, or consumer service centers; or call for service at 1950 (national hotline). For details, please check Website: http://www2.evta.gov.tw/evta_wcf/Eng0006.htm#
   (2) Labor disputes:
       while working in Taiwan, if you have disputes about labor contract or labor rights, you can file for mediation or arbitration from labor organizations in every city or county governments. As to laws and regulations about labor disputes, please check with Website: http://www2.evta.gov.tw/evta_wcf/Eng0006.htm##
4. If you were approved by the Labor Affairs Commission to issue work permit, you need to apply for work visa through Taiwan's office in your country; or if you are already in Taiwan, you need to apply for status change of visa through Bureau of Consular Affairs. Working hours: Monday through Friday, 8:30 a.m. to 5:00 p.m. (open for noon, closed on Saturday, Sunday and national holidays). Please check the website: http://www.boca.gov.tw

5. You are required by law to file income tax for all income earned from work in Taiwan. For income tax filing and tax related questions, please contact district offices of National Tax Administration.

6. Should you have any other questions, please call Bureau of Employment and Vocational Training at (02) 8590-2567 for further information or check the website: http://www.evta.gov.tw

7. Household Registration
   In addition to ARCs, the National Immigration Agency (NIA) points out that when you move, you should go to the NIA office in the new neighborhood and update your address within 15 days. (Citizens also have to do this when they move - at the office of Household Registration Office within 4 months.)
   For more information please see the following link: http://www2.evta.gov.tw/evta_wcf/Eng0006.htm
III. About Our University

1. History and Basic Facts of National Chengchi University (NCCU)

National Chengchi University (NCCU) was initially founded in 1927. Over the past eight decades through development, we have been upholding our motto, “harmony, independence, balance, and preeminence,” and have continued to refine our teaching methods and strengthened research in order to nurture talent for our society.

We currently have 9 colleges excelling in the Liberal Arts, Law, Commerce, Science, Foreign Languages, Social Sciences, Communication, International Affairs and Education, comprised of 33 departments, 2 Bachelor Programs and 52 graduate institutes (MA programs). 35 of the graduate institutes offer doctoral programs. In addition, in acting upon the policy of implementing our returning-to-school education, we have founded 16 on-the-job MA programs, and also 3 distinguished International Master Programs and 1 International Doctor Program.

On our campus you will find the following Center for Public and Business Administration Education, Social Science Information Center, Computer Center, Institute of International Relations, Election Study Center, Center for the Third Sector, Center for Creativity and Innovation Studies, Center for China Studies, and Taiwan Studies Center. In addition, NCCU also has an affiliated high school, an experimental elementary school, and kindergarten.

Total Students: 16,000+
International Degree-Seeking Students: 500+
International Exchange Students: 200+
Chinese Learning Center Students: 300+
Total Faculty Members: 1,050 (Full time and Part time)
(2008 Spring Semester updated)
2. Accommodation

A. NCCU offers accommodation for foreign faculty. One scholar hostel, Study Hall (學苑), is at No.4, Hsing Kuang Road, Lane 65, Taipei. The other scholar hostel is for single faculty members, New Hall (新苑), which is located at No. 166, Hsing Kuang Road, Sec. 1, Taipei.

B. Application time: Faculty can apply for the accommodation in the first month of each semester.

C. Regulation and Application forms link:

http://www.iee.nccu.edu.tw/data/s96G030163e.pdf

For further information, please contact Mr. Wang (王明軍) Division of Property, Office of General Affairs. Tel: +(886-2) 2939-3091 ext. 62802

D. Off Campus Accommodations

The Life Guidance Section of the Office of Student Affairs provides information on accommodations near campus and assistance in resolving problems with landlord. Faculties can also contact the Tsuei Ma Ma Foundation, a third party non-profit organization in Taipei City, for housing and community services.

Website: Tsuei Ma Ma http://www.tmm.org.tw/English/index.html
Apartment listings near campus http://moltke.cc.nccu.edu.tw/renteng_SSO/qryrent.jsp

3. Transportation

From Taiwan Taoyuan International Airport to the NCCU Campus

● Airport Pick-up Service

If this is your first time to Taiwan and you require an Office of International Cooperation (OIC) representative to arrange airport pick-up service for you, please notify OIC 10 days prior to your arrival.
Tel: +(886-2) 2939-3091 ext. 62566
Fax: +(886-2) 2939-9850
E-mail: oic@nccu.edu.tw.

● By Taxi

Taiwan Taoyuan International Airport has taxi pickup areas in the terminals. Airport taxes provide 24-hour transportation services.
Terminal 1 Taxi Service Center’s phone number: (03) 398-2832
Terminal 2 Taxi Service Center’s phone number: (03) 398-3599
• **By Public Transportation**
  From the airport arrival area, take the airport bus to Zhongxiao Fuxing MRT (Metro Rapid Transit) Station. Then, take the MRT Brown Line to MRT Taipei Zoo. Next, take the bus (# 236, 237, 611, 282, Brown-11, or Brown-6) across the street from MRT Taipei Zoo Station to the NCCU main gate.
  Links:
  - [http://www.taoyuanairport.gov.tw/web/english/transportation/taipei_e.jsp](http://www.taoyuanairport.gov.tw/web/english/transportation/taipei_e.jsp) (Airport Bus)
  - [http://www.taipeibus.taipei.gov.tw/index_e.htm](http://www.taipeibus.taipei.gov.tw/index_e.htm) (Taipei Bus)

**Public Transportation**

• **EASYCARD**
  The EASYCARD is a prepaid, rechargeable transportation card, which can be used on all Taipei buses, Metro Rapid Transit (MRT) system trains, metro shuttle buses, and for Taipei Public Parking lots. It can be purchased at convenience stores, MRT stations, and Taipei city bus stations.

• **MRT (Metro Rapid Transit)**
  MRT is a convenient way to get around Taipei. The MRT trains operate from 6:00 a.m. to 12:00 a.m. You can buy Single-Journey Ticket, One-day Pass, or use EASYCARD to ride the MRT trains. (Please see Taipei Metro System Map on the next page)
- **Taipei Bus Services**

Most Taipei buses operate from 6:00 a.m. to 11:30 p.m. The fare is NTD 15 per zone. A bus route may cross more than one fare zone. There are more than 300 bus routes and the major transfer hub is around Taipei Main Station. There are more than 50 bus lines going through there. Most of the bus drivers do not speak English, and there is no English information on bus stops. However, a bus route map in English is usually posted on the bus and each English name of bus stops is usually automatically broadcasted when the stop is approaching. Buses provide no change. You can either pay by EASYCARD or deposit the exact change into the fare box on the bus.

Link: [http://www.taipeibus.taipei.gov.tw/index_e.htm](http://www.taipeibus.taipei.gov.tw/index_e.htm)

- **Taiwan Railway**

Taiwan Railway, the oldest transportation system in Taiwan, provides intercity services with affordable fare.


- **Taiwan High Speed Rail (THSR)**

The Taiwan High Speed Rail (THSR) train travels from Taipei City to Kaohsiung City in roughly 90 minutes as opposed to 4-6 hours by conventional rail.


- **Taxi**

Taxis are prevalent throughout Taipei city 24 hours a day. The meter fare of taxi starts from NTD 70 and is good for the first 1.25 km, after which the charge is NTD 5 for each additional 250 m and NTD 5 for every 1-minute-40-second waiting time. There is a NTD 20 surcharge for night taxi services (11pm to 6am). Most taxi drivers cannot speak or read English, so providing them with the destination in Chinese characters or a map is helpful. All 7-11 convenience stores in Taipei provide call-a-cab service, which may be essential at night for safety purpose.

Taxi Phone Call (English-speaking): (02) 2799-7997
4. Office of International Cooperation

The Office of International Cooperation (OIC) was established in 2004 to serve as the international window for National Chengchi University. OIC recruits foreign students, initiates and strengthens academic cooperation and exchanges with foreign universities and international organizations, provides assistance to NCCU’s foreign faculty members and students, encourages cross-cultural communication, and more. OIC also encourages all faculty members to participate in its activities and has developed various subsidies to support faculty members’ international activities. Please contact OIC for detailed information.

Contact Information:
(Administration Building 8F)
Office of International Cooperation
Tel: (02) 2939-3091 ext. 62566
Fax: (02) 2939-9850
E-mail: oic@nccu.edu.tw
Link: http://oic.nccu.edu.tw

5. Office of Research and Development

In response to the increasingly competitive academic environment of Taiwan, as well as to Taiwan’s integration into the international community of universities, NCCU established its Office of Research and Development (ORD). ORD’s core duties include: (a) promotion of academic research, (b) encouragement and sponsorship of scholarly conferences as well as related academic activities, and (c) strategic planning. In order to promote academic activities, ORD (a) provides administrative support and various resources for scientific and scholarly research, (b) grants awards in recognition of outstanding research achievements, and (c) seeks innovative ways of attracting and holding talented scientists and scholars from all corners of the world. ORD also drafts, implements, and administers multiple university projects, in particular those which are innovative, those which anticipate future trends, and those which can enhance our international competitiveness.

Contact Information:
(Administration Building 7F)
Tel: (02) 2939-3091 ext. 66886
Fax: (02) 2936-1694
E-mail: research@nccu.edu.tw
Link: http://www4.nccu.edu.tw/ezkm16/front/bin/home.phtml
6. Chinese Language Center

The Chinese Language Center, which has been established for almost 20 years, is nationally acclaimed for its outstanding teachers as well as its excellent learning facilities and instructional aids. It offers a variety of non-credit Chinese courses to foreigners and overseas Chinese students. There are three regular 12-week terms (Spring, Summer and Fall), one 10-week (or 9-weeks) term (Winter) and one-to-one tutorial courses. The instructors at the Chinese Language Center are all speakers of standard Mandarin with years of experience in teaching Chinese as a foreign language. The student-teacher ratio in the program, except tutorials, is 5:1, to insure that each student receives the personal attention that is vital when learning a new language. Individual classes can be arranged according to students' needs or requests.

Full-time Faculty members at NCCU can have 20% discount for this program.


**Contact Information:**
(International Building 4F)
Tel: (02) 2938-7141
Fax: (02) 2939-6353
E-mail: mandarin@nccu.edu.tw
7. NCCU Main Campus Map

Lower Campus

00. Main Gate
01. Soc. Sci. Info. Center
02. Jing Tang Bldg.
03. Qi Xian Bldg.
04. Kuo Si Bldg.
05. Yi Xian Bldg.
06. Main Library
07. Zhi Xi Bldg.
08. Guo Fu Bldg.
09. Sun Wei Hall
10. Student Club Center / Zi Qiang Res. Hall No. 4
11. Le Huo Plaza
13. Health Center
16. Dept. of Journalism
17. Da Zhi Bldg.
18. Da Ren Bldg.
19. Da You Bldg.
20. Mail Room / Security Office
21. Swimming Pool
22. Gymnasium
23. Research Bldg.
24. College of Commerce
25. General Bldg. of Colleges
26. NCCU Experimental Kindergarten
27. Zhuang Jing Res. Hall No. 1
28. Zhuang Jing Res. Hall No. 2
29. Zhuang Jing Res. Hall No. 3
30. Zhuang Jing Res. Hall No. 4
31. Zhuang Jing Res. Hall No. 5 and 6
32. Zhuang Jing Res. Hall No. 7 and 8
33. Zhuang Jing Res. Hall No. 9
34. Rose Hall
35. NCCU Experimental Elem. Sch.

Upper Campus

31. College of Communication
32. Dao Fan Bldg.
33. Bai Nian Bldg.
34. Ji Tao Bldg.
35. International Bldg.
36. Art & Culture Center
37. Art & Culture Center Auditorium
38. Back Entrance Security Office
39. Zi Qiang Res. Halls No. 5 and 6
40. Zi Qiang Res. Halls No. 7 and 8
41. Zi Qiang Res. Halls No. 1 to No. 3
42. Zi Qiang Res. Hall No. 9

National Chengchi University

國立政治大學
校園及緊急電話地圖
Campus & Emergency Phone Map
● Campus Bus Service

NCCU offers free regular campus shuttle (the green and white one) services for faculty members from the lower to upper campus. Faculty members can also take the other kind of campus shuttle (the pink one), which is taken by most students. For students, it costs NTD 1 per trip; for faculties, it is free.

Operation Hours: 07:30-23:00 (Monday to Friday)
At peak times: run every 3-5 minutes
At off-peak times: run every 8-10 minutes

● Facilities

For the benefits of our members, NCCU provides high standard facilities and activities, including libraries, computer centers, swimming pool, sports fields, gymnasium, health clinic, art & culture center, etc.


● NCCU Health Clinic

NCCU Health Clinic provides outpatient services to faculties and students. Registration should be made with a faculty ID card.

Telephone: (02) 8661-1621
Address: No.117, Zhi Nan Road, Sec. 2, Taipei 116


● NCCU Surrounding

![Map of NCCU Surrounding](http://osa.nccu.edu.tw/xoops/html/modules/tinyd4/content/taipei/taipei-hospital.htm)
IV. Living in Taiwan

1. Banking and Currency

Taiwan’s post office provides banking service. You may open a bank account with any Post Office by providing the Alien Resident Certificate (ARC) (or the “Record of ID number in the Republic of China” (available upon request from National Immigration Agency), the valid passport, and an initial deposit of NTD 10 along with a completed New Account Application Form. You will receive an ATM card and a bank book once the new account is opened. Similar documents for a new account are required by First Commercial Bank, except that the initial deposit is NTD 1000.

In Taiwan, you may apply for credit cards with a valid ARC (alien residence certificate), passport, and salary slips to banks as a proof of identification and their financial standing. If you are unable to present salary slips to banks, you should find a guarantor or deposit the required amount in an account with the card-issuing bank. For those foreign faculty members who have full-time administrative positions in the university, a Country Travel Card can also be available.

- **Post Office, NCCU Campus Branch**
  Located inside the Art and Culture Center (across from the International Building)
  Tel: (02) 2938-7146
  Hours: Monday to Friday 8:30 a.m. to 4:30 p.m.

- **Post Office, Zhi Nan Branch**
  Located across the main gate of NCCU
  No. 115, Zhi Nan Road., Sec. 2, Taipei 116
  Tel: (02) 2939-3767
  Hours: Monday to Friday 8:00 a.m. to 5:00 p.m.

- **First Commercial Bank, Mucha Branch**
  No. 12 Bao Yi Road, Taipei 116
  Tel: (02) 2234-5101
  Transportation to the bank:
  Bus: 282, 236, 251, 237, or 611
  Hours: Monday to Friday 9:00 a.m to 3:30 p.m.
● Currency Exchange Rate

For the change of exchange rate, please consult banks or see the following links:

Taiwan Bank Exchange Rate
http://rate.bot.com.tw/Pages/Static/UIP003.en-US.htm
FX Converter - Currency Converter
http://www.oanda.com/convert/classic

● Credit Cards Application Form and Issuance Information (Bank of Taiwan)
http://www.bot.com.tw/English/BankServices/CreditCardsServices/default.htm

2. Hospitals and Medical Centers

● National Taiwan University Hospital (NTUH)
  No. 7, Zhong Shan South Road, Taipei 100
  Tel: (02) 2312-3456

● WanFang Hospital
  No. 111, Xing Long Road, Sec. 3, Taipei 116
  Tel: (02) 2930-7930

● Tri-Service General Hospital
  No. 40, Ting Zhou Road, Sec. 3, Taipei 100
  Tel: (02) 2365-9055

● Other nearby hospitals
  Link: http://osa.nccu.edu.tw/english/health/health_nearby.php
3. Living Safety in Taiwan

● Emergency Phone Numbers (24hrs)

Emergency hot line: 0800-024-111
Police: 110
Ambulance: 119
Fire Department: 119
Campus Emergency: (02) 2939-3091 ext. 66119 or 66110
Campus Security: (02) 2938-7129

● Lost or Stolen Property

If your ATM/ Credit cards or cell phones are lost or stolen, please report them immediately to the card or cell phone company to prevent/stop any unauthorized use. In case of burglary, please report it to the police as well.

● Traffic Accident

Call 110 (Police)
If there are any injured persons, call 119. Get the other party’s name, address, phone number, driver’s license number, name of the insurance company, etc. Get the name, address, and phone number of any witnesses if you can find.

4. Public Holidays

<table>
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<th>Holidays</th>
<th>Dates</th>
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<td>Foundation Day of the Republic of China</td>
<td>January 1st</td>
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<tr>
<td>Chinese New Year</td>
<td>1st, 2nd, and 3rd days of Lunar Calendar</td>
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<td>Peace Memorial Day</td>
<td>February 28th</td>
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<td>Tomb Sweeping Day</td>
<td>April 5th</td>
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<tr>
<td>Dragon Boat Festival</td>
<td>5th Day of 5th Month of Lunar Calendar</td>
</tr>
<tr>
<td>Mid-Autumn Moon Festival</td>
<td>5th Day of 8th Month of Lunar Calendar</td>
</tr>
<tr>
<td>National Day</td>
<td>October 10th</td>
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</tbody>
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V. Table of Rights and Obligations

1. Hiring / Initial Appointment

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<tr>
<th>Rights</th>
<th>Highlights</th>
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</table>
| May be hired as full-time public university faculty member, pursuant to regulations. | Foreign faculty appointments must be reviewed and approved by Departmental-level, College-level, and University-level Personnel Committees. This is required of all new faculty members. But foreign faculty members also need to apply for a work permit from the Bureau of Employment and Vocational Training (BEVT). Links:  
2. National Chengchi University Faculty Member’s Employment and Promotion Review Regulation (國立政治大學教師聘任升等評審辦法) [http://p00.nccu.edu.tw/po05_rules/03/0302.doc](http://p00.nccu.edu.tw/po05_rules/03/0302.doc)  
4. NCCUF ull-time/Part-time Teachers and Assistant Teachers Initial and Renewed Employment Processing Notice (國立政治大學辦理專兼任教師及助教續聘作業注意事項) [http://p00.nccu.edu.tw/po05_rules/03/0305.doc](http://p00.nccu.edu.tw/po05_rules/03/0305.doc)  
5. NCCU Contract-Employed Teachers and Researchers Employment Processing Notice (國立政治大學約聘教師及約聘研究人員聘任作業注意事項) [http://p00.nccu.edu.tw/po05_rules/03/0316.doc](http://p00.nccu.edu.tw/po05_rules/03/0316.doc)  
6. Regulations for NCCU Full-Time Teachers and Researchers Joint Employment (國立政治大學專任教師及研究人員校內合聘辦法) [http://p00.nccu.edu.tw/po05_rules/03/0307.doc](http://p00.nccu.edu.tw/po05_rules/03/0307.doc) |

2. Continuation of Employment

<table>
<thead>
<tr>
<th>Rights</th>
<th>Highlights</th>
</tr>
</thead>
</table>
| Laws regulating cases of dismissal, suspension, contract termination, etc.—all apply to foreign faculty. Foreign faculty members also have the right to use the university appeals process. | Foreign faculty members are covered by legal provisions which require that employment can only be terminated after due process. In this respect, foreign faculty are not, or should not, be treated differently than citizens. Link:  
1. NCCUF ull-time/Part-time Teachers and Assistant Teachers Initial and Renewed Employment Processing Notice (國立政治大學辦理專兼任教師及助教續聘作業注意事項) [http://p00.nccu.edu.tw/po05_rules/03/0305.doc](http://p00.nccu.edu.tw/po05_rules/03/0305.doc) |
3. Administrative Positions

<table>
<thead>
<tr>
<th>Rights</th>
<th>Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. May serve as College Deans, Department Chairs, or Chairs of Academic Programs.</td>
<td>Faculty members who hold administrative positions must abide by the conditions stipulated in the Civil Servant Service Act, including restrictions on employment outside the university.</td>
</tr>
</tbody>
</table>
| 2. May hold administrative positions in the Office of Research & Development or in the Center for International Education and Exchange. | Links:  
1. University Law Article 13, Item 4 (大學法) 
   [http://host.cc.ntu.edu.tw/sec/All_Law/1/1-01.html](http://host.cc.ntu.edu.tw/sec/All_Law/1/1-01.html)  
2. Regulations for the Selection and Removal of College Deans of National Chengchi University (國立政治大學院長產生及去職辦法) 
   [http://p00.nccu.edu.tw/po05_rules/02/0202.doc](http://p00.nccu.edu.tw/po05_rules/02/0202.doc)  
3. Regulations for the Selection and Removal of Department Directors of National Chengchi University (國立政治大學系所主管產生及去職辦法) 
   [http://p00.nccu.edu.tw/po05_rules/02/0204.doc](http://p00.nccu.edu.tw/po05_rules/02/0204.doc)  
4. Regulations for Creation of Vice Directors of National Chengchi University (國立政治大學副主管設置辦法) 
   [http://p00.nccu.edu.tw/po05_rules/02/0203.doc](http://p00.nccu.edu.tw/po05_rules/02/0203.doc) |

4. Evaluation

<table>
<thead>
<tr>
<th>Highlights</th>
</tr>
</thead>
</table>
| The five-year performance review is required for all faculty members, please see the link: National Chengchi University Regulations for Five-year Performance Review (國立政治大學教師基本績效評量辦法) 
 [http://p00.nccu.edu.tw/po05_rules/04/0401.doc](http://p00.nccu.edu.tw/po05_rules/04/0401.doc) |

5. Incentives /Awards

<table>
<thead>
<tr>
<th>Rights</th>
<th>Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. May apply for various teaching, research and service rewards, pursuant to regulations</td>
<td>Regular fulfillment of teaching, research and service obligations, as required for all faculty members.</td>
</tr>
</tbody>
</table>
| 2. May apply for service awards, pursuant to regulations | Links:  
1. Regulations for Awarding Distinctive Teachers of National Chengchi University (國立政治大學教學特優教師獎勵辦法) 
   [http://p00.nccu.edu.tw/po05_rules/12/1202.doc](http://p00.nccu.edu.tw/po05_rules/12/1202.doc)  
2. Processing Lists of Election of NCCU Distinctive Teachers (國立政治大學教學特優教師遴選作業細則) 
   [http://p00.nccu.edu.tw/po05_rules/12/1209.doc](http://p00.nccu.edu.tw/po05_rules/12/1209.doc)  
3. Regulations for Awarding NCCU Teachers’ and Researchers’ Excellent Services (國立政治大學教師及研究人員傑出服務獎勵辦法) 
   [http://p00.nccu.edu.tw/po05_rules/12/1207.pdf](http://p00.nccu.edu.tw/po05_rules/12/1207.pdf)  
4. Processing guidelines for Electing Excellent Educators and Civil Servants in Institutions and Schools Affiliated with MOE (教育部暨所屬機關學校優秀教育人員及公務人員選拔作業要點) |

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### 6. Sabbatical Leave for Full Professors

<table>
<thead>
<tr>
<th>Rights</th>
<th>Highlights</th>
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</thead>
<tbody>
<tr>
<td>All full professors are entitled to one year’s sabbatical leave per seven years of service or one semester’s sabbatical leave per seven semesters of service.</td>
<td>All faculty members must submit a written report concerning sabbatical research within three months after completion of the sabbatical period.</td>
</tr>
<tr>
<td></td>
<td>Link: National Chengchi University regulations pertaining to sabbatical leave (國立政治大學教授休假研究辦法) <a href="http://p00.nccu.edu.tw/po05_rules/07/0702.doc">http://p00.nccu.edu.tw/po05_rules/07/0702.doc</a></td>
</tr>
</tbody>
</table>

### 7. Teaching, Research, and Advanced Study Abroad

<table>
<thead>
<tr>
<th>Rights</th>
<th>Highlights</th>
</tr>
</thead>
</table>
| 1. The minimum qualification is that one must have served at the university for at least two consecutive years.  
2. The departmental personnel committee must approve the application.  
3. The number of faculty members going abroad to lecture, teach, or pursue advanced studies simultaneously should not exceed 10% of a department's faculty.  
4. The permissible period of time should not exceed one year. | 1. Two citizens of the Republic of China must be willing to sign forms guaranteeing that the faculty member going abroad will return to Taiwan. Typically this courtesy can be extended by university colleagues.  
2. Upon returning to Taiwan, all faculty members are obligated to continue their service at the university for a period of no less than twice that of the period for which they were granted paid leave. For example, a paid leave of one year would obligate the faculty member for two years of service to the university. |
| | Link: National Chengchi University Regulations for teachers going abroad for teaching, research or advanced study (國立政治大學教授休假研究辦法) [http://p00.nccu.edu.tw/personnel_EN/rules/rules05/rules05_01.doc](http://p00.nccu.edu.tw/personnel_EN/rules/rules05/rules05_01.doc) |
## 8. Promotion

<table>
<thead>
<tr>
<th>Rights</th>
<th>Highlights</th>
</tr>
</thead>
</table>
| Foreign faculty members who have served for at least three years at their current faculty rank (i.e. Associate Professor, Assistant Professor, or Lecturer), who have demonstrated appropriate levels of successful research, and who have both taught effectively and provided service to the university community, may apply for promotion pursuant to regulations governing promotion. | Links:  
1. National Chengchi University Faculty Employment and Promotion Review Regulations (國立政治大學教師聘任升等評審辦法)  
[http://p00.nccu.edu.tw/po05_rules/03/0302.doc](http://p00.nccu.edu.tw/po05_rules/03/0302.doc)  
2. Regulations for NCCU New Teachers’ Promotion in a Fixed Period (國立政治大學新進教師限期升等辦法)  
[http://p00.nccu.edu.tw/po05_rules/03/0309.doc](http://p00.nccu.edu.tw/po05_rules/03/0309.doc)  
3. Regulations for NCCU Researchers’ Employment and Promotion (國立政治大學研究人員聘任升等評審辦法)  
[http://p00.nccu.edu.tw/po05_rules/03/0310.doc](http://p00.nccu.edu.tw/po05_rules/03/0310.doc) |

## 9. Retirement / Pension Plan

<table>
<thead>
<tr>
<th>Rights</th>
<th>Highlights</th>
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</thead>
</table>
| University Faculty Member’s Retirement Regulations do—in part—apply to foreign faculty members employed by public secondary schools, colleges, and universities. But foreign faculty will only receive a one-time payment. Under current law, foreign faculty members do not qualify for the monthly pension that is granted to citizens. Even if the foreign faculty member’s spouse is a citizen, he or she does not qualify for the benefits that are granted to the spouses of faculty members who are... | Links:  
1. University Faculty Member’s Retirement Regulations (學校教職員退休條例). The pension restriction cannot be changed from within the university; it would require legislative changes.  
[http://p00.nccu.edu.tw/po05_rules/15/1501.doc](http://p00.nccu.edu.tw/po05_rules/15/1501.doc)  
2. Statute Governing the Retirement of School Faculty (學校教職員退休條例施行細則)  
[http://p00.nccu.edu.tw/po05_rules/15/1502.doc](http://p00.nccu.edu.tw/po05_rules/15/1502.doc)  
3. Regulations for Reparation Payment of Retirement Payment and Other Grants to Public Servants and Teachers (公教人員退休金其他現金給與補償金發給辦法)  
[http://p00.nccu.edu.tw/po05_rules/15/1506.doc](http://p00.nccu.edu.tw/po05_rules/15/1506.doc)  
4. Regulations Governing the Favorable Interest for Pension of School Faculties (學校教職員一次退休金優惠存款辦法)  
5. For more information about retirement compensation, please contact Ms. Lin Wen-Yen (林文燕). Tel: (02) 2939-3091 ext. 63511 |
citizens. For example, upon
the death of a retired citizen
faculty member, his or her
spouse would continue to
receive a portion of the
original pension. Foreign
faculty members do not
qualify for such assistance.

10. Consolation / Bereavement Compensation

<table>
<thead>
<tr>
<th>Rights</th>
<th>Highlights</th>
</tr>
</thead>
</table>
| In accord with the Statute Governing the Consolation Compensation to Surviving Dependents of School Faculty and Staff, foreign faculty members (at public secondary schools, colleges, and universities) who die while still employed, qualify for compensation, but such compensation can only be given once. Teachers, and school staff, faculty members who are citizens of the Republic of China qualify for monthly payments. | Links:
1. Statute Governing the Consolation Payment to Surviving Dependents at the Death of Teachers and School Staff, Article 20 (學校教職員撫卹條例).
   [http://p00.nccu.edu.tw/po05_rules/16/1601.doc](http://p00.nccu.edu.tw/po05_rules/16/1601.doc)
2. Enforcement Rules of the Statute Governing the Consolation Payment to Surviving Dependents at the Death of Teachers and School Staff (學校教職員撫卹條例施行細則).
   [http://p00.nccu.edu.tw/po05_rules/16/1602.doc](http://p00.nccu.edu.tw/po05_rules/16/1602.doc)
3. NCCU Implementing Principles for Subsidizing Contract Foreign Faculties’ Bereavement and Consolation Compensation (本校補助非編制內外籍教師殮葬補助費、撫慰金實施準則). As with pension restrictions, change here would require legislative action.
   [http://p00.nccu.edu.tw/po05_rules/16/1605.doc](http://p00.nccu.edu.tw/po05_rules/16/1605.doc) |

11. Insurance

<table>
<thead>
<tr>
<th>Rights</th>
<th>Highlights</th>
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</thead>
</table>
| Full-time foreign faculty members, like all formal, full-time faculty members, should participate in the Civil Servant & Teacher Insurance Plan and National Health Insurance Plan; various benefits will be received in accord with like all faculty members, full-time foreign faculty members should pay regular, tax-deductible, insurance premiums for both Civil Servant & Teacher Insurance and National Health Insurance. | Links:
1. Civil Servant & Teacher Insurance Act (公教人員保險法)
2. National Health Insurance Act (全民健康保險法)
the relevant laws. Contract, short-term employees of the university do not qualify for the Civil Servant and Teacher Insurance Plan; their benefits are differently calculated.

| 3. For more information about health insurance, please contact Ms. Wu Yu-Chai (吳玉釵). Tel: (02) 2939-3091 ext. 63512 |
VI. Tables of Academic Subsidies

1. Subsidies Provided by Office of Research & Development

Regulations about Promoting Academic Research

<table>
<thead>
<tr>
<th>Regulation Title</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards for Internationalization of Academic Research Regulations</td>
<td><a href="http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/r01.doc">http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/r01.doc</a></td>
</tr>
<tr>
<td>Academic Research Reward Regulations</td>
<td><a href="http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/r02.doc">http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/r02.doc</a></td>
</tr>
<tr>
<td>Academic Support Regulation</td>
<td><a href="http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/r03.doc">http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/r03.doc</a></td>
</tr>
<tr>
<td>Faculty-Student Study Group Support Regulations</td>
<td><a href="http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/r04.doc">http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/r04.doc</a></td>
</tr>
</tbody>
</table>

Link of Subsidies Application Forms

<table>
<thead>
<tr>
<th>Title</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Support for the Writing of or the Translation of Scholarly Books</td>
<td><a href="http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/f01.doc">http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/f01.doc</a></td>
</tr>
<tr>
<td>“Faculty-Student Study Group” Financial Support</td>
<td><a href="http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/f02.doc">http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/f02.doc</a></td>
</tr>
<tr>
<td>Faculty Attendance at International Conferences</td>
<td><a href="http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/f03.doc">http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/f03.doc</a></td>
</tr>
<tr>
<td>Sponsoring of “Research Method Seminars”</td>
<td><a href="http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/f05.doc">http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/f05.doc</a></td>
</tr>
<tr>
<td>Sponsoring of “Research Results Presentation”</td>
<td><a href="http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/f06.doc">http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/f06.doc</a></td>
</tr>
<tr>
<td>Awards for Research Excellence and for Outstanding Research, Nomination Form</td>
<td><a href="http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/f08.doc">http://topshow.nccu.edu.tw/ORD_eng/FormsRegulations/f08.doc</a></td>
</tr>
</tbody>
</table>

Contact Information:
(Administration Building 7F)
Tel: (02) 2939-3091 ext. 66886
Fax: (02) 2936-1694
E-mail: research@nccu.edu.tw
Link: http://www4.nccu.edu.tw/ezkm16/front/bin/home.phtml
2. Subsidies Provided by Office of International Cooperation

● Regulations for Subsidizing Faculty Members in Participation in International Academic Cooperation & Exchange (國立政治大學補助教師參與國際合作交流辦法)
  Regulation: [http://www.iee.nccu.edu.tw/data/prof_coop_e.pdf](http://www.iee.nccu.edu.tw/data/prof_coop_e.pdf)
  Application form: [http://oic.nccu.edu.tw/data/QP-Z05-02-09.doc](http://oic.nccu.edu.tw/data/QP-Z05-02-09.doc)

● Regulations for Subsidizing Faculty Members to Establish Overseas Short-Term Courses (國立政治大學鼓勵教師開設國外短期學習課程補助辦法)
  Regulation: [http://www.iee.nccu.edu.tw/data/s96Z050222e.pdf](http://www.iee.nccu.edu.tw/data/s96Z050222e.pdf)
  Application form: [http://www.iee.nccu.edu.tw/data/s96Z050222_2e.doc](http://www.iee.nccu.edu.tw/data/s96Z050222_2e.doc)

● Regulations for Subsidizing International Summer Course (國立政治大學國際夏日課程補助辦法)
  Link: [http://oic.nccu.edu.tw/data/s97Z050063.pdf](http://oic.nccu.edu.tw/data/s97Z050063.pdf)

● Regulations for Subsidizing International Summer Camp of Interdisciplinary Studies (國立政治大學國際暑期跨領域卓越研習營補助辦法)
  Link: [http://www.iee.nccu.edu.tw/data/s96Z050037e.pdf](http://www.iee.nccu.edu.tw/data/s96Z050037e.pdf)

Contact Information:
Office of International Cooperation
(Administration Building 8F)
Tel: +886-2-2939-3091 ext. 62566
Fax: +886-2-2939-9850
E-mail: oic@nccu.edu.tw
Web: [http://oic.nccu.edu.tw](http://oic.nccu.edu.tw)
### 3. Subsidies Provided by Other Organizations

#### 1) National Science Council Subsidies

<table>
<thead>
<tr>
<th>NSC Subsidy Title</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSC Research Project Subsidy (行政院國家科學委員會補助專題研究計畫)</td>
<td><a href="http://www.nsc.gov.tw/LSUPLOAD/LawFiles/2/220071128145043.doc">www.nsc.gov.tw/LSUPLOAD/LawFiles/2/220071128145043.doc</a></td>
</tr>
<tr>
<td>NSC-Planned Mission-Oriented Research Project Subsidy (行政院國家科學委員會主動規劃補助任務導向之研究計畫)</td>
<td><a href="http://www.nsc.gov.tw/LSUPLOAD/LawFiles/2/220061211152058.doc">http://www.nsc.gov.tw/LSUPLOAD/LawFiles/2/220061211152058.doc</a></td>
</tr>
<tr>
<td>NSC Bilateral Technological Cooperation Subsidy (行政院國家科學委員會補助雙邊科技合作)</td>
<td><a href="http://www.nsc.gov.tw/int/4_funding/index_11.html">http://www.nsc.gov.tw/int/4_funding/index_11.html</a></td>
</tr>
<tr>
<td>NSC Subsidy for Scientific and Technological Staff to Do Short-term Research Abroad (行政院國家科學委員會補助科學與技術人員國外短期研究)</td>
<td><a href="http://www.nsc.gov.tw/int/4_funding/index_17.html">http://www.nsc.gov.tw/int/4_funding/index_17.html</a></td>
</tr>
</tbody>
</table>

#### 2) Subsidies Provided by Other Organization

<table>
<thead>
<tr>
<th>Organization</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidy for Research Projects from The Sumitomo Foundation, Japan (日本財團法人住友財團研究獎助計畫)</td>
<td><a href="http://www.sumitomo.or.jp">http://www.sumitomo.or.jp</a></td>
</tr>
<tr>
<td>Deutscher Akademischer Austausch Dienst (DAAD) Research Scholarship (德國學術交流總署研究獎學金)</td>
<td><a href="http://ic.daad.de/taipei/">http://ic.daad.de/taipei/</a></td>
</tr>
<tr>
<td>Alexander von Humboldt-Professor Research Project (亞歷山大洪堡基金會研究獎學金)</td>
<td><a href="http://www.humboldt-foundation.de/">http://www.humboldt-foundation.de/</a></td>
</tr>
<tr>
<td>Research Achievement Award, Ministry of Education (教育部學術獎)</td>
<td><a href="http://host.cc.ntu.edu.tw/sec/all_law/9-1/9-1-1.html">http://host.cc.ntu.edu.tw/sec/all_law/9-1/9-1-1.html</a></td>
</tr>
<tr>
<td>The National Chair Award from Ministry of Education (教育部國家講座)</td>
<td><a href="http://www.edu.tw/files/list/A0001/%E6%95%99%E8%82%B2%E9%83%A8%E8%A8%AD%E7%BD%AE%E5%9C%8B%E5%AE%B6%E8%AC%9B%E5%BA%A7%E8%BE%A6%E6%B3%95%E4%BF%AE%E7%B5%90.doc">http://www.edu.tw/files/list/A0001/教育部設置國家講座辦法修結.doc</a></td>
</tr>
</tbody>
</table>
### VII. Criteria Table of Welfare Subsidies

#### 1. Marriage Subsidy

<table>
<thead>
<tr>
<th>Subsidy Title</th>
<th>Application Deadline</th>
<th>Subsidizing Standards</th>
<th>Required Documents</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Transition Allowance</td>
<td>Apply within three months after official registration of the marriage.</td>
<td>Two months salary</td>
<td>A completed application form, one copy of the “household registration,” and one copy of the marriage certificate. (Foreign faculty members need not submit a “household registration.”)</td>
<td>1. Calculations for Life Transition Allowances and Civil Servant Insurance Benefits are all based upon monthly salary. 2. For more information about allowance, please contact Ms. Lian (連虹媚). Tel: (02) 2939-3091 ext. 63513</td>
</tr>
</tbody>
</table>

#### 2. Birth Subsidy

<table>
<thead>
<tr>
<th>Subsidy Title</th>
<th>Application Deadline</th>
<th>Subsidizing Standards</th>
<th>Required Documents</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Transition Allowance</td>
<td>Apply within three months after birth.</td>
<td>Two months salary</td>
<td>A completed application form, one copy of the birth certificate, and one copy of the “household registration.” (Foreign faculty members need not submit a “household registration.”)</td>
<td>1. Calculations for Life Transition Allowances and Civil Servant Insurance Benefits are all based upon monthly salary. 2. For more information about allowance, please contact Ms. Lian (連虹媚). Tel: (02) 2939-3091 ext. 63513</td>
</tr>
</tbody>
</table>

#### 3. Senior Citizen Subsidy

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<thead>
<tr>
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<th>Subsidizing Standards</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Servant Insurance Benefits for Senior Citizens</td>
<td>Apply within five years after resignation or retirement.</td>
<td>Calculation based upon the number of years one has been insured.</td>
<td>A completed application form, one copy of the retirement or resignation approval letter, and one copy of both sides of the ROC ID card. (Foreign faculty members may use their passport in place of the</td>
<td>1. Retired faculty may apply. 2. Faculty who leaves the university under conditions covered by severance pay (資遣 &quot;zi-qian&quot;) may also apply. (Severance pay</td>
</tr>
</tbody>
</table>
includes, but is not restricted to, discontinued employment due to downsizing or health-problems.)
3. Faculty members who resign prior to qualifying for retirement, but who are already 55 years-of-age, and who have already paid insurance premiums for at least 15 years, also qualify.

4. Family Member Funeral Subsidy

<table>
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<tbody>
<tr>
<td>Life Transition Provisions</td>
<td>Apply within three months after the family member passes away.</td>
<td>For Parents or Spouse: Five months salary. Children : three months salary.</td>
<td>A completed application form, one copy of the death certificate, and copies of one’s “certified household records” as well as one’s “household registration,” copies that indicate the appropriate changes. (Foreign faculty members who do not have a household registration may use some other proof of relationship, e.g. birth certificate.)</td>
</tr>
<tr>
<td>Civil Servant Insurance: family member funeral provisions</td>
<td>Apply within five years after the family member passes away.</td>
<td>1. For parents or spouse: three months. 2. For children between the ages of 12 and 25: two months. 3. For children less than 12 years of age: one month.</td>
<td>A completed application form, one copy of the death certificate, and copies of one’s “certified household records” as well as one’s “household registration,” copies that indicate the appropriate transitions. (Foreign faculty members who do not have a household registration may use some other proof of relationship, e.g. birth certificate.)</td>
</tr>
<tr>
<td>Emergency loan</td>
<td>Apply within three months after the event takes place.</td>
<td>Maximum loan : 500,000 NTD</td>
<td>Three copies of the completed application form, one copy of the death certificate, and one copy of one’s “household registration.” (Foreign faculty members who do not have a household registration may use some other proof of relationship, e.g. birth certificate.)</td>
</tr>
</tbody>
</table>
### 5. Personal Funeral Subsidy

<table>
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</thead>
</table>
| Funeral Subsidy                | Applications must be submitted within three months after the individual passes away. | 1. Burial: Five months salary.  
2. Cremation: Seven months salary.                                                      | One completed application form, one copy of the death certificate or one copy of one’s “certified household records” which indicates the appropriate transitions. (Applications filed on behalf of deceased foreign faculty members need not submit a copy of the “certified household records.”) |
| Civil Servant Insurance:       | Applications must be submitted within five years after the individual passes away. | 1. Work related: Thirty-six months.  
2. Non-work related: Thirty months.                                                      | One completed application form, and one copy of the death certificate or one copy of the “certified household records” which indicates the appropriate transitions. (Applications filed on behalf of deceased foreign faculty members need not submit a copy of the “certified household records.”) |
| Mortality Compensation         | Applications must be submitted within five years after the individual passes away. | Amount is based upon years of service.                                                  | One completed application form, and one copy of the death certificate or one copy of the “certified household records” which indicates the appropriate transitions. (Applications filed on behalf of deceased foreign faculty members need not submit a copy of the “certified household records.”) |
| Consolation/Bereavement        | Applications must be submitted within five years after the individual passes away. |                                                                                         |                                                                                      |
| Compensation                   |                                                                                         |                                                                                         |                                                                                      |

### 6. Disability Benefits

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<thead>
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</tr>
</thead>
</table>
| Civil Servant Insurance:       | Eligibility is cancelled if the individual does not apply within five years of becoming eligible. | A. Total disability:  
(1) Work related – 36 months  
(2) Non-work related – 30 months  
B. Semi-disability:  
(1) Work related – 18 months  
(2) Non-work related – 15 months  
C. Partial disability:  
(1) Work related – 8 months  
(2) Non-work related – 6 months | Completed application form, cash payment receipt, and disability certificate. |
### 7. Personal / Family Member Hospitalized due to Serious Illness

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Emergency Loan</td>
<td>Applications must be submitted within three months of accident, diagnosis, or hospitalization.</td>
<td>Maximum loan: 500,000 NTD</td>
<td>Three copies of the completed application form, proof of hospitalization, and receipt for self-payment of medical expenses.</td>
<td>For family members, one copy of the &quot;certified household record&quot; is required. (Foreign faculty members who do not have a household registration may use some other form of proof of relationship, e.g. birth certificate.)</td>
</tr>
</tbody>
</table>

### 8. Major Disasters

<table>
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<tbody>
<tr>
<td>Emergency Loan</td>
<td>Applications must be submitted within three months.</td>
<td>Maximum loan: 500,000 NTD</td>
<td>Three copies of the completed application form and verification provided either by the police or by the local, elected community leader (里長 &quot;li-zhang&quot;).</td>
</tr>
</tbody>
</table>

### 9. Children’s Education Subsidy

<table>
<thead>
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</tr>
</thead>
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<tr>
<td>Children’s Education Subsidy</td>
<td>Applications must be submitted within three months after enrollment.</td>
<td>Refer to “Children's Education Subsidy, Standardized Table&quot; for details.</td>
<td>Completed application form and either Student ID or tuition payment receipt.</td>
<td>※ Available for use prior to the start of the school year. ※ Subsidy application forms for elementary or junior high school students are available in the Personnel Office.</td>
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</table>

### 10. Health Check-up Subsidy

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>NCCU Faculty health check-up subsidy</td>
<td>Applicants must be at least 40 years-of-age and they must provide receipts.</td>
<td>1. Limited to once, per person, per year. 2. Maximum subsidy: 3,500 NTD.</td>
<td>A one-day official leave may be granted for health check-ups, but receipts must be provided.</td>
<td>1. Beginning January 1, 2007, one subsidy per year is permitted. 2. Regulations of NCCU Subsidy for Faculties’ Physical Examination Fee (國</td>
</tr>
</tbody>
</table>
### 11. Consolation for Hospitalization due to Serious Illness

<table>
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</thead>
<tbody>
<tr>
<td>Regulations governing NCCU Faculty Hospitalization due to Serious Illness Consolation</td>
<td>Coverage is extended only to those whose hospitalization due to serious illness continues for at least three days.</td>
<td>Limited to once, per person per year. Maximum subsidy: 3,000 NTD.</td>
<td>Proof of hospitalization and extent of stay.</td>
<td>1. This can also be applied to retired faculty members. 2. Practicing Gist for NCCU Faculties’ Serious Illness and Hospital Stay Consolation (國立政治大學教職員工重病住院慰問實施要點) <a href="http://p00.nccu.edu.tw/po05_rules/19/1903.doc">http://p00.nccu.edu.tw/po05_rules/19/1903.doc</a></td>
</tr>
</tbody>
</table>

### 12. Faculty Outing Subsidy

<table>
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</thead>
<tbody>
<tr>
<td>Faculty Outing Subsidy</td>
<td>1. Method: In principle, several bureaucratic entities within the university should collaborate in sponsoring outings. Each group should be composed of no fewer than ten faculties or staff members. If a large number of faculty or staff members are willing to participate, colleges, institutes, departments and other administrative units</td>
<td>Subsidy: Currently employed faculty and staff members may be granted subsidies by the school once per fiscal year. The subsidizing standard is: 700 NTD for one day, 1,400 NTD for two days, and 2,100 NTD for three days. Tour leaders may qualify for an additional 400 NTD per day. Within one week after the activity, the tour leader should apply for subsidy. The time: In principle, each outing is limited to three days. The head of the bureaucratic entity that is hosting the outing should assign a tour leader. The tour leader should draft a concrete plan that includes: time, location, itinerary, transportation and a list of faculty or staff participants. The plan should be submitted to both the Personnel Office and the Accounting Office no less than two weeks prior to the</td>
<td>-</td>
<td>1. Participants: Both currently employed and retired faculty and staff members are qualified. Spouses and lineal relatives (including parents, children, grandparents, and grandchildren) are also qualified. 2. Safety Precautions: especially when participating in outdoor excursions appropriate attention should be paid to safety issues.</td>
</tr>
</tbody>
</table>
may sponsor separate activities. But applications filed in the name of individuals will not be accepted. In principle, each bureaucratic entity may sponsor one outing per fiscal year. Maintenance personnel may either participate in outings sponsored by the Department of General Affairs or in outings sponsored by the bureaucratic entity in which they serve.

2. Time: Outings should be held over weekends or during holidays.

application should include the actual number of participants and cover only the amount actually spent. When applying for subsidy, the original, approved application form should be submitted, along with a name list containing the signatures of and the amounts to be paid for each participant. In order to qualify for subsidy, single-day outings must set out in the morning. No subsidies are provided for half-day outings.

outing; the plan should also be submitted to the president for approval.

When renting transportation vehicles, safety agreements must be signed, and safety insurance must be purchased for participants.

3. For more information about the faculty outing subsidy, please contact Ms. Tang (唐惠香). Tel: (02) 2939-3091 ext. 63313

Notice:
Criteria Table could be downloaded from the NCCU Personnel Office Website: http://p00.nccu.edu.tw/personnel_EN/0001.pdf
VIII. Reminder Checklist (Before Leaving Taiwan)

☐ 1. ROC Tax Certification

☐ 2. Retirement Plan Refund

☐ 3. Cancellation of Health Insurance

☐ 4. Submit Proof of Resignation

☐ 5. Returning Items
1. ROC Tax Certification

● An alien shall obtain an income tax certificate from Taipei National Tax Administration before his or her departure or upon application for his or her exit permit or for a visa extension of stay.

● If it is necessary for one’s income tax in one’s native country, an alien taxpayer can apply for an Individual Income Tax Certificate from Taipei National Tax Administration.

● For more information, please contact Ms. Sun (孫美麗), Division of Cashier, Office of General Affairs. Tel: (02) 2939-3091 ext. 62172

● Applying for tax refund, please see Income Tax Q&A for Foreign Taxpayer

2. Retirement Plan Refund

1. Please fill in the application form for Retirement Plan Refund from Civil Service Pension Fund (參加公務人員退休撫恤基金人員發還原繳付基金費用申請書) and apply for it at the Third Section, Personnel Office. Please download the application from the following link:
   http://p00.nccu.edu.tw/personnel_EN/download/refund/refund01.doc

2. If you do not have an account in the First Bank, you can not open it in the end of a semester because the bank has to pay the fee of account management, thus you can only get the refund by check.

3. Before leaving Taiwan, please notify the officer of the First Bank to close your account before you leave; otherwise, the bank will charge you the fee for account management afterwards.

4. If you have any question about the refund, please contact Ms. Lian (連虹媚), Section Three, Personnel Office. Tel: (02) 2939-3091 ext. 63513
3. Cancellation of Health Insurance

Please go to the Third Section, Personnel Office to cancel your National Health Insurance before leaving Taiwan.

4. Submit Proof of Resignation

Please submit the proof of resignation and photocopy of ID card to the Third Section, Personnel Office (Administration Building 8F).
Tel: (02) 2939-3091 ext. 63513

5. Return the following items to Personnel Office:

Faculty Card, Accommodation Key, Access Door Control Card, Medical Card, Key to Research Room, Computer, Printing Machine, Books, etc.
IX: Other Useful Information

1. Useful Telephone Numbers

- NCCU Operator (02) 2939-3091
  On-duty Officer (02) 2938-7132

- Overseas Operator 100

- Chinese Local Directory Assistance 104

- Chinese Long Distance Directory Assistance 105

- English-language Directory Assistance 106

- Telephone Repair 112

- Master Clock Time 117

- Weather Report 166

- Taiwan Taoyuan International Airport Tourist Service Center
  Passenger Terminal Building I (03) 383-4631
  Passenger Terminal Building II (03) 398-3341

- Tourist Service Center, Kaohsiung International Airport, Tourism Bureau
  (07) 805-7888

- Government Information Office (02) 3356-8888

- International Community Service Hotline (0800) 024-111

- Taipei City Fire Department: Tel: (02) 2729-7668
  Website: http://english.taipei.gov.tw/tfd/index.jsp

- Information for Foreigners 24 Hours Service Hotline (English-speaker available):
  0800-024-111
  Website: http://iff.npa.gov.tw
2. Useful Websites

- Colleges and Departments of NCCU
  http://www.nccu.edu.tw/english/academics/

- Bureau of National Health Insurance

- Bureau of Labor Insurance

- Bureau of Consular Affairs

- Department Of Health, Executive Yuan, Taiwan, R.O.C

- Information for Foreigners, Republic of China

- My E-Gov

- Taipei City Police Department
  http://english.taipei.gov.tw/tcpd/index.jsp

- Teaching and Living in Taiwan
  http://www.tealit.com/index.php