

## I. A brief history of National Chengchi University

National Chengchi University (NCCU) was founded in 1927. For more than nine decades of reformation and development, we have been upholding our motto, “Harmony, Independence, Balance, and Preeminence,” We continue to refine our teaching methods and research to nurture talents for our country and the world.

We currently have 12 colleges excelling in the Liberal Arts, Law, Commerce, Science, Foreign Languages, Social Sciences, Communication, International Affairs, Education, Innovation, Informatics, Global Banking, and Finance. We have 34 departments, one undeclared major in the College of Communication, 43 master's programs, and 34 doctoral programs. Additionally, NCCU offers 12 on-the-job Master’s Programs, 7seven distinguished International Master's programs, and International Doctoral Program.

NCCU also has ten university-level research centers : the Institute of International Relations, Election Study Center, Center for the Third Sector, Center for Creativity and Innovation Studies, Taiwan Studies Center, Center for China Studies, Humanities Research Center, Center for Aboriginal Studies, Center for Mind, Brain and Learning and Center for the Study of Chinese Religions. In addition, NCCU forms an educational system from the school level to the Doctoral program with its affiliated institutions, including a high school, an experimental elementary school, and a kindergarten.

Total Students: 16,000

International Degree-Seeking Students: 1,000+

International Exchange Students: 780+

Chinese Learning Center Students: 900+

Total Faculty Members: 1,400+ (Full time and Part-time)

## World University Rankings





## II. The fundamental rights and obligations of Teachers

### 1. Offering courses

#### (1) Hours of instruction

In conjunction with the implementation of the "Newly-developed Curriculum Restructuring Plan"

of the academic year 2016, the following notes are provided:

- a. Full-time teachers shall be teaching 12 hours per academic year, the number of lessons to be prepared shall not exceed 4 courses, in principle, per academic year; teachers with promotion deadlines shall not exceed 12 hours per academic year and the number of courses shall not exceed 4.
- b. In order to reinforce students' learning, increase the time allocation for teachers to teach, the time allocation for research and services so as to improve the overall quality of education as well as the students' competitiveness, each faculty shall follow the newly-developed curriculum restructuring plan. Taking the college as the unit, the University shall carry out total teaching hours control; the teaching hours of individual teachers shall be allocated by the respective colleges and departments (graduate schools).

Under the total number of courses to be offered by each College, individual teachers may be given a flexible mechanism for adjusting the number of hours of instruction:

- i. The College may, depending on the status of each teacher, adjust his/her number of teaching hours. Except for the reduction of part-time administrative posts prescribed by

- the College, any reduction in teaching hours shall be made on the premise of an individual research project presented at the Ministry of Science and Technology.
- ii. Other measures currently in place to reduce teaching hours, such as faculty promotion, research, non-administrative services, seniority (new teachers) or recruitment of outstanding talents are up to the colleges to decide whether or not to apply.
  - iii. Teachers who teach less than 9 hours and who have, for the last 3 years (calculated from the current academic year when the number of lecture sessions was reduced) served, annually, as a principal investigator for a Ministry of Science and Technology Research Program, subject to the approval of the College-level Curriculum Committee, a full academic year's credits may be taught within one semester but the teacher must still do his research work, serve and guide students on the campus during the unscheduled semester. In the case of short-term overseas travel due to academic research during the semester, the teacher shall, still, take a leave of absence in accordance with the procedures.
- c. The new curriculum restructuring plan shall be implemented during a three-year transition period (academic year 2016-2018). Full-time teachers who are not subject to the criteria of promotion deadline shall be paid overtime, in an academic year, when teaching hours exceed 16 for a Professor, 18 for an Assistant-Professor, 20 for a Lecturer up to a limit of 4 hours. Overtime teaching is regarded as similar to compulsory teaching. The overtime hourly fee is calculated on the number of teaching hours for the whole academic year and is lumped and paid in the second semester of each academic year.
  - d. Full-time teachers shall not exceed the total number of hours of weekly instruction outside the university structure (referring to recurrent education, continuing education, courses that are paid hourly by the instructing unit and off-campus part-time teaching) and which shall not exceed the total number of hours of instruction in the university system (referring to the University's bachelor, master and doctoral degrees courses).
  - e. Full-time teachers who enforce the newly-developed curriculum restructuring plan, such as concurrently serving in executive positions, shall teach the following number of hours per academic year:
    - i. Vice-President: 3 hours
    - ii. Vice-President for Academic Affairs, Dean of Student Affairs, Dean of General Affairs, Dean of Research and Development, Dean of Office of International Cooperation, Secretary-General, College Deans and others – First-level Director of Administrative Unit (Library curator, Director of Center for Public and Business Administration Education, Director of Computer Center, Director for the Center for Teaching and Learning Development): 6 hours.
    - iii. Vice-Director, Faculty (including degree programs), Director of Physical Education Office, Organizational System Research Center, Chinese Language Center, Director of Innovation Incubation Center: 9 hours.
    - iv. Adjunct Director of Second-Level Unit: 9 hours.
    - v. Adjunct to more than two administrative posts: 6 hours.
    - vi. Serving as a task-force or task work position at the school level as agreed upon under a full-time contract: 9-10 hours.
    - vii. Adjunct Principal of NCCU-affiliated High School, Headmaster/Headmistress of Affiliated Experimental Elementary School: 2 courses must be taught.
    - viii. Technical experts, contracted teaching staff or other persons who teach as their main task and hold concurrent administrative posts, the number of teaching hours to be reduced for each academic year is: Adjunct Director of a first-level Unit may with special consent, 8 hours and Adjunct Director of second-level Unit, 4-8 hours.

Contact person: Ren 1st group, Campus extension: 62061

(2) Course Offering

The principles of offering various courses shall be handled in accordance with the relevant provisions of the "Course Offering Rules" and the "Newly-developed Curriculum Restructuring Plan" as below:

- a. Process for offering all types of courses
- b. Course planning and timetable
  - i. Scheduling of course period

Classes are scheduled weekly, from Monday to Friday, from 08:00 to 21:00 daily. No courses will be scheduled during advisor sessions (Period 3 and 4 on Mondays) or on Saturdays and Sundays. On-the-job postgraduate courses may be arranged separately according to actual needs. For the course of practical training, it is necessary to indicate the time of practical class in the remarks column of the class schedule. In order to make efficient use of the classrooms and avoid overconcentration of classes, the courses in each department should be equally distributed throughout the day. Each department or institute should schedule the courses according to the number of courses available in each time slot and not conflict with general knowledge courses for undergraduate students.

**Bachelor's degree in general knowledge courses**

After being reviewed and approved by the General Education Center Committee and the Academic Affairs meeting following deliberation, they are, then, offered.

**Required courses**

A required subject list shall be prepared by each Department and submitted to the University's Curriculum Committee, Academic Affairs meeting for deliberation and shall be offered in accordance with the required subject list, following approval.

**Elective courses**

Take into account the total number of elective credits that students of each department shall take, courses shall be offered appropriately.

**E-learning courses**

Implement according to the provisions of "National Chengchi University E-Learning Regulations".

**Professional basic integration courses**

Implement according to the provisions of "National Chengchi University Professional Basic Integration Course Regulations".

**Service learning courses**

Implement according to the provisions of "National Chengchi University Service Learning and Practical Course Regulations".

- ii. Teaching hours per credit and course change

Instructors shall teach classes during the scheduled hours. One credit-course shall be taught for 18 weeks. Moreover, according to the flexible teaching plan of our university, students are enriched with multiple learning channels, enabling them to study autonomously and through inter-disciplines to develop pro-activeness in thinking, social

practice and collaborative short-term program study at home and abroad, a social care attitude and problem-solving. Teachers of each course may plan to teach 18 hours for each credit course, divided into 15 hours of classroom instruction and 3 hours of multiple learning (e.g. online courses, practice, project making, topic production, collaborative short-term learning and interviews). The plan shall be reviewed and approved by the faculty before it is submitted to the Curriculum Committee for implementation.

iii. Number of classes offered

Except for general education, integration, and minor courses, the single-class department is not available. The offer for the same subject is limited to one class per academic year. Those with two classes or more shall be calculated as double. In special circumstances, please submit to the Curriculum Committee and the Academic Affairs meeting for discussion and approval. If approved, it shall be treated as a separate case to handle. For general education courses, only one class is offered for the same subject but if there is a need for additional classes, it should be submitted to the General Education Center Committee and the Academic Affairs meeting for deliberation and approval before it can be offered.

iv. Miscellaneous

Once the BA Program and general education subjects have passed the initial stage of selection by the students and if they are not due to an insufficient number of students or for specially-approved projects, those courses that have been approved will not be allowed to stop.

(3) Standards for the number of students in various courses shall be as follows:

a. Standards for the number of students in each academic system:

i. BA Program, 7 or more students.

ii. Master Program, 3 or more students, but if the number of students enrolled in the Master Program is less than fifteen, the number of students should be two.

iii. Ph.D. Program, 1 student or more.

iv. Courses that are jointly offered at master and doctoral levels, if no class is selected by doctoral students, the courses shall be handled as per the standards for master's class.

b. After the number of Add and Drop curricula-variable is determined, all courses shall be suspended if they do not meet the required number of students in each of the preceding paragraphs or if no student from the University takes the course but only outsiders.

c. Courses offered by full-time teachers are not up to the standard for the number of students selecting, but in one of the following circumstances, the courses must be kept being offered

i. The said course is a special language subject approved by the Curriculum Committee and the Academic Affairs meeting deliberation.

ii. If the course is discontinued, it will result in an insufficient number of teaching hours.

iii. The complete academic year course has been taught for the first semester and the number of students in the second semester is insufficient.

(4) Teaching outline:

Teachers of the different courses shall submit the syllabus of their courses to the Department meeting or Department Committee

Each semester, teachers of the different courses shall submit the syllabus of their courses to the Department meeting or the Department Curriculum Committee of the respective teaching unit for review and approval of the course and access the internet within the prescribed time limit after its adoption.

Contact person: Instruction Resources Section, Office of Academic Affairs

## **2. Course registration system**

### **(1) Method of course registration**

The University's course registration is processed by computer online, which is divided into initial selection, add and drop course selection, addition and withdrawal of classes and non-liability at the stage of course registration for students. In the initial and withdrawal stages, students choose courses through the computer network, in order to ensure a fair course selection.

### **(2) Adding and withdrawing system**

For the supplementary measures outside course selection, the unit should set up the opening the Course Add selection with the consent of the class teacher before the course selection. A student may, after the completion of the Add and Drop Selection, sign up on the offered course within the maximum credit limit and under the circumstances that the course is pending to be filled up. After printing the "Selecting Course Add Form", submit to the teacher for his/her consent's signature and then hand it to the Curriculum Unit for the purpose of Manual Course Add. In the event the Course Add subject conflicts with the already selected subject, please first secure the consent of the teacher and then apply to the Registration Section of the Office of Academic Affairs to drop the course before you can sign up.

### **(3) Teachers' Resources Integrated Information System**

To facilitate roll call in the classroom, the University has designed an Attendance Register System with photos of the students. Teachers are invited to make use of the "Teachers' Resources Integrated Information System" to download or print the course selection list online. In order to respond to a student's study situation in a timely manner, the University has designed and developed the "Mid-Semester Warning" System in the "Teachers' Resources Integrated Information System". Through the warning notice of the instructors, the students and their tutors can understand the status of the students and provide assistance and counseling in a timely manner. Teachers are invited to make full use of the system.

## **III. Teacher Performance Evaluation**

### **(1) Requirements and Grading**

In the examination of academic achievements, the percentage score method is adopted. Students for bachelor's degree classes pass when they achieve 60% of marks; master and doctoral degree classes' students must achieve 70% to pass. Some courses, with the approval of the Academic Affairs meeting, adopt "Passed" or "Not Passed" as an assessment method. Since the academic year 2017, the University has implemented a Chinese and English Transcript Present Streaming System. The Chinese transcript is expressed in terms of a percentage system and the English transcript has been converted to a Grade system.

### **(2) Grade registration and deadline:**

In addition to submitting the results of co-taught courses, teachers should log in to iNCCU via their personal email account number and password and send their results on the Internet in the results system.

a. According to our school rules, the results of the last semester should be delivered within two weeks after the completion of the final examination, and for the next semester, results should be due before July 31; the final examination results of the graduates of bachelor's class should be submitted within one week after the final examination.

b. If a teacher fails to submit the results within the prescribed time limit, the Academic Affairs Office will sign the request to be approved by the President for announcement of the teacher's name.

### **(1). "I" (INCOMPLETE) results annotation :**

According to Article 3 of the "National Chengchi University Grade Guidelines", which state: "Ph.D. and Master degrees students, for whom the course instructor is unable to complete grade assessments within the given deadline for reasons attributable to the students' conduct, may be temporarily given an "I" (standing for INCOMPLETE) for the assessment. In such cases, teachers would be required to make up for the incomplete assessment before the final examination in the following semester, otherwise, they will be graded zero for the whole course.

Teachers should note "I" in the case of the above situation. However, only bachelor degrees students and those from the inter-collegiate course taking should be marked "I". Teachers are advised to pay special attention to it.

## **(2). Procedures of Grade Correction**

When a student's grades need to be changed due to registration or counting errors, not involving him/her dropping out of University, it shall be certified, in writing, by the teacher. This will be discussed at a relevant meeting of the department (or institute) and following its approval by the Vice President for Academic Affairs, will be sent to the Registrar's Office for correction and uploading. Only undergraduate students who have completed the correction process within one week of the commencement of the next semester may be included in the current term ranking assignment.

Students' grades correction should be completed no later than the closing date of the course's next semester. After the deadline, it will not be entertained.

## **IV. Teacher's Ethics**

### **(1). Teacher's Code of Ethics**

- a. After making its way to the 152nd consecutive Academic Affairs meeting of March 2nd, 2009 and after the 153rd Academic Affairs meeting deliberation of April 25th, 2009, the Code of Ethics of Teachers was promulgated and put into effect on May 21st, 2009 with a view to strengthen the self-discipline of the University's teachers and to meet the expectations of the academic community.
- b. The first chapter of this Code describes the basic concepts of teachers and then the teaching ethics, academic ethics, service ethics, interpersonal ethics and so on for its regulation, a total of five chapters.
- c. As per Article 3 of the University's Contract for full-time teachers, "NCCU teachers bear the obligation of teaching, research, service and counseling, obligations to act as a mentor and to attend to relevant meetings and shall abide by the University's Teacher Code of Ethics". In Chapter 5 of the above-mentioned Code, Interpersonal Relationships Ethics, it is stipulated that teachers shall not engage in sexual assault or sexual harassment in behavior and words against colleagues and students.

Contact: Ren 2<sup>nd</sup> Group Campus extension 63312

### **(2). Academic Ethics Issue**

In order to resolve violations of academic ethics involving teachers and research fellow students during their studies at this University, provisions are to be made to submit teachers' qualifications for review, the University shall, in accordance with the Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education, Principles

for Handling Teachers Violating Academic Ethics at Institutions of Higher Education, formulate measures for the examination of academic ethics cases for teachers and research fellow students in our University, the provisions of which are as follows:

- a. Our school has an Academic Ethics Committee which is responsible for accepting, investigating and deliberating cases of violations of academic ethics and the requirements for teachers' qualifications for review.
- b. A violation of academic and qualification provisions for a teacher that is submitted for review refers to any of the following situations of the teacher or research fellow student of the University:
  - i. Fabrication: Making up application materials, study data or research results that do not exist.
  - ii. Falsification: Manipulating or changing application materials, study data or research results.
  - iii. Plagiarism: Appropriation of other person's application materials, study data or research results without giving their sources. Citation with an indication of the source is deemed a plagiarism if it is indicated inappropriately to a great extent.
  - iv. Written by others.
  - v. The research result is taken into account repeatedly because it is published repeatedly without any note.
  - vi. The contents of the own works are substantially cited in a research project or paper without proper citation.
  - vii. Using translation as own work and it is not properly indicated.
  - viii. False information found in resume for teacher's qualifications screening or co-author's signature certificate; not truthfully included the co-author(s) in the representative works or no co-author's certificates being handed in.
    - (1) The applicant, himself/herself or through others has entrusted, lobbied, threatened and bribed, threatened or otherwise disturbed the Reviewer or the reviewing process or review procedure or use illegal or improper means to influence the review of the paper.
    - (2) Any other action that constitutes severe violations against research ethics.
- (3). The Academic Ethics Committee may, in light of the seriousness of the circumstances, recommend one or more of the following for disciplinary action against a case of academic ethics, established after examination and submit it to the Committee for Educational Evaluation Committee for consideration:
  1. For a certain period of time, no raise in salary will be given, no application for promotion, for temporary transfer shall be made, no part-time work or part-time courses in and outside the campus. No application for various research projects, incentives and subsidies is to be made.
  2. For a certain period of time, professors are not allowed to apply for sabbatical leave for research, for extended service or serve as member of the University Faculty Committee at any level or as Academic Administrative supervisor.
- c. The research awards and subsidies related to the issue shall be recovered and statutory pay shall be stopped or statutory pay shall be legally recovered.



- d. According to the provisions of Article 14 of the Teachers' Act and our University's regulations, the Ministry of Education shall review the matter and approve the disciplinary measures and then dismiss, suspend or not renew their employment.
- e. Academic ethics cases involved in "Accreditation Regulations Governing Teacher Qualifications", in accordance with Article 43 of "Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education", Article 9 of the "Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education" provides for unsatisfactory cases of teacher's qualifications screening, the teacher's application for qualifications screening should be inadmissible during the period specified in the provisions of Paragraph. For Teacher's Certificate issued after qualifications screening, the teacher's qualifications from this rank up should be revoked and the Teacher's Certificate should be recovered.
- f. In cases involving academic ethics other than those regarding violations of "Accreditation Regulations Governing Teacher Qualifications" and in accordance with the 10th clause of the Principles for Handling Teachers Violating Academic Ethics at Institutions of Higher Education, a written admonishment shall be given. And the teacher must attend a certain period of academic ethics-related courses and need to obtain proof and so on.

Contact: Ren 1<sup>st</sup> Group Campus Extension 67287

## V. Wages

### (1). Contracted Salary Principles for each pay range and monthly expenditure

Contacted Standard Salary (NT\$) Job Level	Starting Salary Point/ Monthly Salary (A)	Base salary maximum point/ Monthly Salary	Annual salary maximum point/ Monthly Salary (B)	Academic Research Allowance (C)	Monthly Salary payment (NT\$) (A+C~B+C)
Lecturer	245 salary points/ NT\$27,270	450 salary points/ NT\$39,050	625 salary points/ NT\$50,480	NT\$33,210	NT\$60,480 – NT\$83,690
Assistant Professor	330 salary points/ NT\$32,630	500 salary points/ NT\$43,340	650 salary points/ NT\$51,910	NT\$42,080	NT\$74,710 – NT\$93,990
Associate Professor	390 salary points/ NT\$35,840	600 salary points/ NT\$49,050	710 salary points/ NT\$55,480	NT\$48,080	NT\$83,920 – NT\$103,560
Professor	475 salary points/ NT\$41,910	680 salary points/ NT\$53,330	770 salary points/ NT\$59,250	NT\$62,300	NT\$104,210– NT\$121,550

Notes: Lecturers and assistant professors with doctoral degrees, starting at 330 salary points

## **(2). Additional audit academic research allowance**

1. Applicable targets: Newly appointed full-time assistant professors and assistant researchers.
2. Procedures: For the first year, within 1 month after the newly-appointed Assistant Professor (Assistant Researcher) has received the contracted salary; for the second year, one month after the start of University. After the newly-appointed Assistant Professor (Assistant Researcher) has filled out the application form, it will be sent to the Department according to the procedure.
3. Additional Audit Standard: The academic allowance shall be increased monthly and the total salary of a full-time Associate Professor with starting salary points of 390 (currently at NT\$80,670) shall be taken as the level. If the total salary of the newly-appointed Assistant Professor does not reach the opening standard, the difference shall be made up.
4. Deadline for collection of allowance: Additional audit academic allowance shall be granted for up to 2 years and will be paid on a monthly basis and it is not allowed to duplicate payments with newly hired researcher grants.
5. Restriction on its collection:
  - (1). During the period of its collection, except for special cases approved by the project, the beneficiary may not take part-time or hold more teaching jobs concurrently (including recurrent education and continuing education related courses).
  - (2). If the Ministry of Science and Technology subsidizes the recruitment of outstanding researchers at the same time, only one subsidy shall be granted as an additional academic allowance. If the subsidy period of the Ministry of Science and Technology is for one year, after the end of that period, you may apply for the additional audit academic research allowance for the second year of the newly-appointed Assistant Professor.

Contact: Ren 3<sup>rd</sup> Group Campus Extension 63510

## **VI. Newly-appointed teachers' promotion deadline**

In order to encourage new teachers to upgrade their teaching, research and service standards, the University has set a deadline for the promotion of new teachers, which shall take effect as from the beginning of the academic year 2002. The key provisions of the regulations are as follows:

- (1). Applicable targets and promotion period:
  1. Full-time assistant professors and lecturers who newly accept the University's appointment shall be promoted within 6 years from the beginning of their employment, and Associate Professors who are newly appointed shall be promoted within 8 years from the beginning of their employment.
  2. New lecturers who are full-time professional and technical personnel and who are mainly engaged in foreign language training may apply through their Units to be excluded from the restrict these measures. After the approval by the President, the University shall apply the "Teacher's Basic Achievement Evaluation".

3. Since August 1st, 2009, these measures have been applied to our University's newly appointed Project Associate Research Fellow, Assistant Research Fellow and Research Assistant.

- (2). Extending Promotion Deadlines: Due to Maternity leave or major illness, following approval of your application for the extension of sick leave, you may ready your documents and apply with the Teacher Evaluation Committee, which shall extend the period to be two years; except for Maternity leaves, all other leaves shall be limited to one year only.
- (3). Teaching restrictions: Newly-appointed teachers are not allowed to teach more than 12 hours per academic year, to prepare more than 4 courses and cannot be paid over-expenditure hour fee. Except for the approved project, they are not allowed to work or study part-time or hold more teaching jobs concurrently in or out the University campus.
- (4). Reports on promotion deadline: New teachers shall provide written statements on the progress of teaching, research and service in every academic year. The Department Head shall make written proposals on the contents of the statements to assist them in completing the promotion as scheduled and submit a report to the Department (Institute) or College Teacher Evaluation Committee.
- (5). Failing to be promoted within the prescribed time limit: teachers at all levels who fail to be promoted within the prescribed time limit shall not be given a raise pay; they shall not be allowed to work part-time or hold more teaching jobs concurrently inside and outside the campus; they shall not serve as members of educational evaluation committees at any level; they may not apply for temporary transfer, do research projects abroad, give lectures or take further studies. The seniority of a senior excellent teacher should be counted again after 10 consecutive years of good performance and upon the expiry of 10, 20, 30 and 40 years of service, an application for a senior teacher incentive shall be made. Assistant Professors and lecturers who have not been promoted by their eighth year and Associate Professors by their tenth year respectively, in addition to apply for retirement, if eligible, must also be reviewed by the Teacher Assessment Committee, of which more than 2/3 of its members must be present and following a resolution approved by more than 2/3 of the members present, it will be sent to the competent educational administration authority for review and approval. Then a renewed employment denial will be issued to the applicant.

Contact: Ren 1<sup>st</sup> Group Campus Extension 62177

## **VII. Performance Appraisal**

### **(1). Basic Provisions**

1. Work Summary Table  
Since the academic year 2016, teachers are required to submit an annual work summary table for the previous year, on all aspects of teaching, research and service. The Supervisors and Deans may make recommendations on their contents.

2. Performance Appraisal  
The University's Teacher Performance Appraisal evaluates the overall performance

(including teaching, research and service and so on) of a teacher over a period of three years, in accordance with the measures and implementation rules of the Teachers Performance Appraisal of which the key provisions are as follows:

- (1). Our teachers must be evaluated in the first semester of the 4th year after they have completed three years of service and the minimum assessment criteria shall be awarded by the colleges in order to pass the current assessment. Those who fail may apply for counseling and submit an improvement plan and complete the re-assessment within 2 years. The semester when the assessment is performed shall not be postponed due to re-assessment.
  - (2). If the application for extension of sick leave is approved for maternity leave or major illness. The application may be deferred by a decision of the Teacher Review and Evaluation Committee at all levels for up to a maximum of 2 years at a time.
  - (3). If the teacher fails to pass the assessment, re-evaluation or does not submit the assessment during the term of assessment, the Department (Institute) should notify the teacher (s) to state in writing his/her reasons and submit the case to the Faculty Committee for discussion. Describe the follow-up counseling measures and required support, before submitting to the University and the University Faculty Committee for reference.
  - (4). The newly-appointed Associate Professor-level Technical Expert, Assistant Professor and Lecturer will be handled according to the new teacher's promotion deadline and those who pass the promotion will be regarded as passing the first evaluation. The remaining teachers who pass the promotion may be treated as having passed one evaluation. The promotion may be used to exempt the teacher from the assessment for the next semester, beginning with the effective term of promotion on the next due date. Teachers who pass promotion are regarded as passing an evaluation.
- (1) The overall assessment of the teachers for 3 years has not been approved by the University Faculty Committee, no promotion shall be raised up as from the next semester, they shall not be given a pay raise; they shall not be allowed to work part-time inside and outside the campus; they shall not serve as members of educational evaluation committees at any level; they may not apply for temporary transfer, take leave for research work, do research projects abroad, give lectures or take further studies, they shall not participate in the selection of the University's Excellent Teachers, Outstanding Service Teachers and Fellow Researchers and the Distinguished Professor of Education Award. The seniority of a senior excellent teacher should be counted again after 10 consecutive years of good performance and upon the expiry of 10, 20, 30 and 40 years of service, an application for a senior teacher incentive shall be made. Assistant Professors and lecturers who have not been promoted by their eighth year and Associate Professors by their tenth year respectively, in addition to apply for retirement, if eligible, must also be reviewed by the Teacher Assessment Committee, of which more than 2/3 of its members must be present and following a resolution approved by more than 2/3 of the members present, it will be sent to the competent educational authority for review and approval. Then a renewed employment denial will be issued to the applicant.

- (2) These measures shall apply to the full-time professional and technical personnel of our University and the evaluation criteria may be determined separately by the employing unit in accordance with the evaluation measures. In addition, these measures shall apply also to the full-time fellow researchers of our University.

## **(2). Work Schedule**

1. The timetable for teachers to submit their annual work summary tables is as follows:
  - (1) By August 15th, the Personnel Office shall notify teachers to provide the annual work summary table of the current academic year.
  - (2) Teachers shall complete the work summary table information supplement and review the schedule before September 30th.
  - (3) Each college shall send the approved annual work summary tables, and signed by the Supervisor, to the teachers for reference before October 31st.
  
2. The time schedule for Teacher Performance Appraisal is as follows:
  - (1). The Personnel Office shall notify separately the teachers who would be assessed for the current semester before February 15th and August 15th, respectively.
  - (2). The assessed teacher shall complete the self-evaluation report before March 31st or September 30th and send to the College, Department (Institute) for reference handling.
  - (3). All faculties are advised to submit their assessment results and review sessions to the Teacher Assessment Committee for review before May 15th and November 15th.

Contact: Research and Development Section (laws and Regulations) Campus Extension 62763; Ren 1<sup>st</sup> Group Campus Extension 62177

## **III. Teaching-related Resources**

Teaching profession's growth resources

### **(1) Teaching Excellence and Teacher's Faculty Development Group**

In the face of the transfer of teaching models brought about by science and technology, the Center for Teaching and Learning Development screens out appropriate teaching or evaluation strategies according to the University's disciplines, which is the basis for the establishment of a relevant faculty development group. In addition to providing relevant administrative backstopping, we look forward to combining interdisciplinary teachers, through mutual dialogue, understanding and cooperation, learning, stimulate the momentum of teaching innovation, taking the lead in experimenting with a new teaching revolution and serving as seeding teachers. Develop more innovative instructional strategies and curriculum modules and look forward to playing a key role in the transfer of teaching models. In order to encourage teachers to share their teaching experience, the Center for Teaching and Learning Development has established eight teaching communities with more than 70 teachers, including a variety of major teaching methods and teaching materials, including case method, social participation, practice of action, English teaching, macro teaching, Rubrics, team-based

learning (TBL) and other communities. Among them, are two faculty development groups which have set up a flipped classroom and learning analytics that emphasize the integration of teaching media. In 2018, teachers applied for the establishment of a community. At present, the College of Foreign Languages and Literature has set up a language education curriculum innovation community. Each semester, the Center for Teaching and Learning Development is open to teachers to apply for the "Teaching Excellence and Teacher's Faculty Development Group" program, which is funded by the Center and subsidizes the Teaching Assistant (TA).

## **(2) Newly-appointed teacher study camp**

In order to achieve the goal of quality teacher training and teaching excellence, the Center for Teaching and Learning Development, through the newly-appointed teacher study camp, enables the newly-appointed teacher to have a holistic understanding of the University's environment, institutions, resources and vision and provides a channel for teaching, research knowledge and training. It can stimulate the creativity and enthusiasm of newly-appointed teachers teaching and research, enhance the interaction and exchange between each other, thus stimulating and activating the enthusiasm of our University's teaching team.

Contact: Teaching and Learning Resources Group, Center for Teaching and Learning Development  
Campus Extension 62862

## **(3) New Faculty Mentorship**

In order to assist new teachers to integrate into the campus smoothly and engage in teaching, research and service, the Center for Teaching and Learning Development has planned the "New Faculty Mentorship" to encourage senior, outstanding teachers and new teachers alike to form a training team. Through the guidance of experienced, outstanding teachers and the multi-discussion activities of the Center for Teaching and Development, ideas and opinions can be exchanged so that new teachers can adapt to the teaching and research work as soon as possible.

Contact: Teaching and Learning Resources Group, Center for Teaching and Learning Development Campus  
Extension 62862

## **(4) Teaching Assistant (TA) Application**

In order to assist teachers to improve their teaching quality and improve their teaching knowledge and ability, a teaching assistant (TA) subsidy application is provided. With the help of the Teaching Assistant (TA) to lead the discussion class, the exercise class, help the course to manage the relevant auxiliary teaching or develop innovative teaching methods to deepen the course content and improve the students' learning outcomes.

Contact: Teaching and Learning Resources Group, Center for Teaching and Learning Development  
Campus Extension 62865

## **(5) Teachers' International Teaching Resources**

### **1. English course subsidy**

Since 2013, the University has set up the "English Taught Courses Subsidy Review Committee", revised and passed the "National Chengchi University English Taught Courses Subsidy Measures" and implemented simultaneously. The object of the new law is expanded to each college, and the whole university's English course plan is put forward by the integration of the college, and the subsidized funds are used by the college as a whole. Subsidies will be given to the Systematic English Module Course of College Integration as a priority, and to individual courses (the required courses for Master's or Ph.D.) as well as to the quality improvement of English teaching practices proposed by the colleges. Through the overall planning of the college, the quality of English teaching in our University will be improved, and the English teaching environment will be shaped. Students will have more choice of courses and systematic study of English teaching courses to promote the integration of teaching in line with international practice. Moreover, the Center for Teaching and Learning Development regularly holds English teaching seminars or workshops to strengthen the teaching knowledge and ability of English-speaking teachers. The quality of English teaching in each college is carefully planned and the center is invited to assist in joint implementation to improve the overall quality of English teaching.

Contact: Academic Affairs Section, Teaching and Learning Resources Group, Center for Teaching and Learning Development

## 2. Rewarding the BA Program English Specialized Course

To encourage NCCU faculty to offer EMI courses at the undergraduate level, and enhance the quality of such courses, the Office of International Cooperation rewards outstanding English-taught undergraduate courses.

Recognized faculty will receive an incentive of NTD 12,800 per credit hour per course each academic semester. Recognized courses may not simultaneously receive additional English-taught program incentives from NCCU or the Ministry of Education.

Applications will be accepted and recommended by the college every semester, subject to specific announcements. Nominated courses must be open to international exchange students, and nominated instructors are expected to support efforts by the NCCU Center for Teaching and Learning Development to promote English-language instruction.

OIC Website → Faculty → Subsidies → Rewarding Outstanding English-Taught Undergraduate Courses

Contact: Development Planning Section, Office for International Cooperation  
Joyce Huang 62827

Teachers attending the meeting to apply for rewards and subsidies

### 1. Off-campus part

Overview of projects or regulations	Application date	Unit to contact or website	Case Officer and Telephone
• Ministry of Science and Technology	The application will be sent to the Ministry	Miss HSIEH WAN-LIN Department of	Mr. CHANG-

<p><b>Technology subsidizes domestic experts and scholars to attend international academic conference</b></p>	<p>of Science and Technology 6 weeks before the date of the meeting. To improve the international status of the nation's academic research and apply for subsidies for domestic experts and scholars to attend international academic conferences and publish research results.</p>	<p>International Cooperation and Science Education 2737-7987 <a href="https://www.most.gov.tw/">https://www.most.gov.tw/</a></p>	<p>HUNG-YEN Office of Research and Development Campus Extension 66899</p>
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2. University part

<p><b>Overview of projects or regulations</b></p>	<p><b>Application date</b></p>	<p><b>Unit to contact or website</b></p>	<p><b>Case Officer and Telephone</b></p>
<p>• <b>NCCU grants to teachers and researchers to attend international academic conferences to present papers</b> A fixed grant is provided to encourage teachers and researchers to attend major international conferences and present papers, thereby establishing links with international academic networks to enhance the international visibility of the university</p>	<p>The application is submitted to the R&amp;D department seven working days before the meeting day, and each person is limited to one subsidy per year.</p>	<p>R&amp;D Department <a href="http://ord.nccu.edu.tw/main.php">http://ord.nccu.edu.tw/main.php</a> Regulations Reference: Academic Research Grants</p>	<p>Mr. CHANG-HUNG-YEN Office of Research and Development Campus Extension 66899</p>



## IV. Libraries

### I. Circulation Services

#### A. Location, Contact Number and Subject Coverage

##### Main Library

- A four-floor building located in the middle of the Si Wei Boulevard.
- Houses university archives and collections relating to humanities, languages, education, psychology, natural and applied sciences. Also manages Kuomintang (KMT) owned collections including Dr. Sun Yat-Sen Memorial Library and KMT archives.

- Ext.63222

##### Dah Hsian Seetoo Library

- An eight-floor building located on ZhiNan Campus (No.36 Wanshou Road).
- Houses collections of multimedia materials, theses and dissertations, newspapers and special collections.
- Ext.77057 or (02)8237-7057

##### Commerce Library

- Located on the 4<sup>th</sup> floor of the Commerce College.
- Collects materials relevant for studies in the Commerce College.
- Ext.84006

##### Social Sciences Library

- Located on floors B1-2 in the General Building of Colleges.
- Collects materials relevant for studies in social sciences, international affairs and law.
- Ext.50107

##### Communication Library

- Located on the 3<sup>rd</sup> floor of Communication College.
- Collects materials relevant for studies in communication.
- Ext.67152

Library hours: <https://www.lib.nccu.edu.tw/p/404-1000-532.php?Lang=en>

#### B. Library Card

##### 1. Applying for a Library Card

- Full-time faculty: Bring the required documents in person to Main Library service counter on weekdays from 8:30 to 17:00 for instant application.
- Part-time faculty: Fill out the *online form* and bring the required documents in person to Main Library service counter to activate your card. Card activation services are available on weekdays from 8:30 to 17:00. After completing the online application, please bring the completed form to the counter within 30 days.

##### 2. Logging into your Library Account

- Library ID: the NCCU Staff ID number (6-digit)
- Default password: nccu+ date of birth (e.g., nccu0520)
- Library ID and password are required for library online services such as checking your library loans, reserving books, renewing items, accessing

e-resources and making purchase recommendations.

## **C.General Guide for Circulation Service**

### **1. Borrowing**

Full-time faculty may have 100 items checked out at once. The loan period for most items is 90 days and can be extended up to 270 days if the item is not requested. Part-time faculty may have 30 items check out. The loan period for most items is 30 days and can be extended up to 90 days if the item has not been requested by another user.

If you are checking out an item which has already been requested by another user, the loan period will be reduced to 4 weeks for full-time faculty, and 2 weeks for part-time faculty.

### **2. Renew**

Users may extend the loan period online. Items can be renewed unlimited times within the maximum loan period if they haven't been requested. The new due date is calculated from the day the item is renewed. Renewal is not allowed under any of the following conditions:

- Overdue Items.
- Items that have been reserved by another user.
- The loan period has already been extended to its maximum.
- The borrowing privilege has been suspended.

### **3. Requests**

Full-time faculty may request up to 30 items. Part-time faculty may request up to 20 items. Books can only be requested if they have been checked out, ordered, or are being processed for cataloging and have no copies available on the shelf.

### **4. Overdue Items**

Overdue fines are charged for items that are not returned or renewed by the due date. Borrowing privileges will be suspended until all overdue items are returned and all fines are cleared. Each overdue item is charged NT\$5 per day excluding weekends and dates when the library is closed. The grace period for overdue books is three days. Fines are imposed on the 4<sup>th</sup> day starting at NT\$20, and will continue to accumulate until the item is returned or the maximum fine is reached.

### **5. Lost/Damaged Items**

If you have lost or damaged an item, please file a report with the library as soon as possible and submit a new replacement copy of the same item. If an item is no longer available for purchase, you will be charged a replacement fee for the lost or damaged material. The replacement procedure should be made before the due date to prevent further overdue fines.

### 【Contact Information】

Preservation and Access Section Ext. 63222

#### **D.General Guide for Audiovisual Collection**

Multimedia Creative Learning Space, located on the 4<sup>th</sup> floor of Dah Hsian Seetoo Library, has VCDs, DVDs, CDs and multimedia materials of general subjects to support the research, study and recreation needs of faculty and students.

##### 1. Public Broadcasting Materials

- Public broadcasting materials can only be borrowed and viewed within the library.
- Only one item can be borrowed at a time and has to be returned the same day.
- Teachers, departments, and institutions can fill out the request form to check out items to support educational activities.
- Overdue fine is NT\$5 per hour for an item which is not returned on or before the due time. The maximum fine for an overdue item is NT\$1,000.
- Viewing personal AV materials with the equipment and recording/downloading any content are not permitted unless for an agreed purpose approved by the library.

##### 2. Home Edition Materials

- Home edition materials can only be borrowed and viewed out of the library.
- Patrons can borrow a maximum of 6 items with a loan period of 7 days. If no other patrons request the item, the materials can be renewed and have a maximum loan period of 14 days.
- Do not return AV materials to any book drop to prevent damage or loss.
- Overdue fine is NT\$30 per day for an item not being returned on or before the due date. The maximum fine for an overdue item is NT\$1,000.
- Checked out items can be requested online.

### 【Contact Information】

Digital Innovation Section Ext.77057 or (02)8237-7057

## II. Research Support

### A.Searching Library Resources

Discovery System is a one-stop search system for NCCU Library collection catalog and online contents, as well as UST union catalog and interlibrary loan service. You can search:

- Library catalog items: books, journals, newspaper, and audiovisual materials held by NCCU libraries.
- Articles: library subscribed/open access online resources, including journal articles, conference papers, e-book chapters and more.
- Databases: NCCU library subscribed electronic databases.
- UST union catalog and circulation materials: A wide range of materials across the UST union Catalog and interlibrary loan service.
- Course reserves: course materials placed on reserve by faculty.

## B. Making Purchase Recommendation

NCCU Library users are all welcomed to recommend books, periodicals or databases. Recommendations are aimed at supporting teaching and research requirements of the NCCU teachers and students. They will be referred to the related departments for evaluation and purchase. General recommended materials will be purchased by library fund. All recommendations must fit the criteria of NCCU Library collection development policy; recommended materials may be rejected due to their irrelevance to the policy.

- Each NCCU Library user can recommend at most 20 items per month; the recommendation will be evaluated by the library and departments.
- Please check the library catalog before recommending any materials since NCCU Library might have copies.
- Once the recommended material is purchased, the user who recommended the material is given the first chance to request to borrow the resource.

### 【Contact Information】 Resources Acquisition Section

Chinese Resources Recommendation Ext. 63003

Western Resources Recommendation Ext. 62613

## C. Accessing E-resources

### 1. Databases

- NCCU has purchased about 300 databases available through the E-resources gateway covering topics in a variety of languages.
- E-resources Gateway provides access to subscribed, trial and free databases. You may sort available databases by language, subject or data format, or search a specific database by entering the title or keyword.
- You must log in with your library ID to access all e-resources other than free databases.
- Due to publisher restrictions, some full text versions of articles are not available within certain databases. If you cannot find the full-text version of an article, try searching for the journal title in the Discovery

System, or try searching in the library catalog to see whether physical copies are available. You can also try to access full text versions of resources through the interlibrary loan system.

## 2. E-journals

You may search for a specific e-journal by directly entering the title or by browsing the journal lists. To get a more exact match to the article you are searching, you can enter the publication date, volume or page numbers. Some citation databases also provide links to the Discovery System to search for full-text of an article.

## 3. Off-campus Access

Some e-resources are limited to the NCCU network. If you are not on campus, you may access these e-resources from off campus by connecting to the *NCCU VPN* with your iNCCU ID.

### **【Contact Information】**

Outreach and Information Section Ext. 77066 or (02)8237-7066

## D.Periodical Services

### 1. Photocopy Service for Journal Articles

NCCU Libraries provide copy service for our users to get photocopies of journal articles or book chapters from our collections. Pricing is at NT\$80 per 20 pages and then additional NT\$3 per page thereafter. All requests must be prepaid. If the page numbers cannot be ascertained beforehand, the temporary prepayment will be NT\$100 and you will be charged or credited afterwards reflective of the actual cost.

### 2. TOCs/SDI Services

- Table of Contents Services (TOCs) provide faculty with access to the table of contents for particular journals of interests each time an issue is published. If the library subscribes to the online journal, go to the online edition and follow the directions provided under headings such as "alerts" or "e-mail alerts". If the library does not subscribe to the online journal, you will receive table of contents in PDF via e-mail.
- Selective Dissemination of Information (SDI) is a personal current awareness service providing faculty and students with the latest publications on a specified research topic. Go to the databases of your interests and register for an account. Once a search profile is created and saved, relevant information will be sent to you automatically whenever the selected databases are updated.

### 3. Open Access (OA) Publishing Support

- Services: NCCU Libraries has agreements with academic publishers, such as Cambridge University Press, Elsevier. Authors in NCCU can

publish in open access (OA) journals in those publishers with free or discounted Article Processing Charge (APC).

- Requirements: The corresponding author is affiliated with National Chengchi University. Use your NCCU email address when submitting your work to the publishers.
- OA Journals and Discounts:
  - (1) Cambridge University Press (CUP) Open Access: The article accepted date must be Jan. 1st 2023 - Dec. 31st 2025. Authors in NCCU can publish in open access journals of Cambridge University Press without paying Article Processing Charge (APC) from 2023 to 2025.
  - (2) Elsevier: The article accepted date must be Jan. 1st 2023 - Dec. 31st 2023. Authors in NCCU can publish in open access journals of Elsevier with a 10% discount on Article Processing Charge(APC) from 2023.

#### **【Contact Information】**

Preservation and Access Section (Photocopy service) Ext.67138 or 62642  
Outreach and Information Section (TOCs/SDI services, OA Publishing Support)  
Ext.77066 or (02)8237-7066

#### E. Requesting Interlibrary Services

##### 1. Interlibrary Loan (ILL) Services

- In order to expand the reading resources, NCCU libraries cooperate with other local libraries by providing Interlibrary Loan (ILL) services.
- You may request one interlibrary card for each cooperative library at the circulation desk of the Main Library. However, you have to return all ILL materials and pay all overdue fines to the originating library before requesting an interlibrary card of the same cooperative library.
- If you have borrowed an item from National Taiwan University Library or National Taiwan Normal University Library, you may use interlibrary return services for courtesy return to the originating library. Courtesy return, however, do not apply to overdue or due-today items.
- In general, the loan period of an interlibrary loan card is 3 working days and cardholders may borrow 5 items for a loan period of 3 weeks. Renewals and requests are not available. Please note that the lending library determines the number of items and the loan period, and that these loan services may change. You have to return the card and all ILL items before the due date or your borrowing privileges will be blocked for one month.
- You are responsible for any costs charged by the lending libraries if the card is reported lost or fraudulent.

## 2. UST Libraries Services

- NCCU full time faculty may enter UST Libraries by simply presenting their NCCU ID Cards. Faculty can use their NCCU ID cards at UST Libraries to access reading services and borrow books.
- To activate and access UST Libraries services for an NCCU ID card, the NCCU faculty must first sign both the Statement of Patron's Privileges of NCCU Libraries and that of UST Libraries. Patrons must read the terms and conditions and agree that their patron record may be added into other UST libraries system. After account activation, patrons can access reading services and borrow books from other UST member libraries.
- NCCU faculty may request a UST interlibrary loan service via NDDS system free of charge.

## 3. NCCU & NTNU ONEcard Interlibrary Services

- Full-time faculty may apply for the ONEcard service to borrow materials from NTNU library. To activate ONEcard borrowing privileges, users need to allow NTNU to import their borrowing records into the NTNU library. Once the application is approved and the service is initiated, you may borrow materials from NTNU library with your NCCU ID card.
- The ONEcard service allows you to borrow 5 items for a loan period of 30 days. Renewals and requests are not available.
- Items should be returned to the originating library on or before the due date. You may return NTNU items at NCCU libraries. To avoid overdue fines, please return the items to the libraries 3 working days (excluding weekends and holidays) before the due date or return the material directly to NTNU by the due date.
- If you have overdue, lost, or damaged items, you will be fined by the NTNU library. Please visit the NTNU library in person to pay the fines and restore your borrowing privileges.

## 4. Nationwide Document Delivery Service (NDDS)

Nationwide Document Delivery Service (NDDS) is a service provided by local and overseas libraries to allow NCCU faculty and students to request books and printed materials outside of those in the NCCU Library collection. Users must first visit the NDDS webpage to register for an account. Once your account is set up, users can search Union Lists or request materials. The Circulation Section will process the request upon receiving and an e-mail notice will be sent to you to collect once the materials arrive at the library. All fees must be paid upon pick-up.

- NDDS Subsidy for Professor

NCCU Libraries provide subsidized document delivery services for full-time faculty and researchers. The maximum subsidy is NT\$1,000 per

year. When requesting materials from other libraries through NDDS (Nationwide Document Delivery Service), put “SUBSDIY” as a remark on your order and the charge will be deducted from your account when you collect the materials.

- **NDDS Prepaid Service**

You can apply for the prepaid service by filling out the application form and prepay NT\$500 at the circulation desk of the Main Library.

**【Contact Information】**

Preservation and Access Section Ext. 63222

**F. Administration of Books Purchased with Research Funds or by Official Subsidy**

Any books or printed materials purchased with research funds or official subsidies are NCCU property and are to be included in the NCCU Library collection. All purchased items should be sent to the libraries to be processed before the expenditure can be verified. Faculty may borrow up to 100 books purchased with research funds within a year and may renew these materials twice thereafter with an additional 6-month loan period extension.

**【Contact Information】**

Resources Acquisition Section Ext. 63001

**G. Institutional Repository, Academic Hub and ORCID**

**1. Institutional Repository**

NCCU Institutional repository is a platform that collects, preserves and promotes digital versions of NCCU scholarly publications, such as theses, dissertation, journal articles, conference paper, research reports and post-prints, to increase the visibility and impact of NCCU scholarship. Please contact NCCU libraries for assistance in uploading your publications to the NCCU Institutional repository.

**【Contact Information】**

Knowledge Organization Section Ext.62616

**2. Academic Hub**

Developed from the NCCU Institutional Repository, the NCCU Academic Hub is an academic output collection and analysis platform specializing in the promotion and distribution of academic works created by NCCU academic faculty members. NCCU Academic Hub also provides



users with citation index database information and other metrics to demonstrate the impact of NCCU research results. In addition, academic results are pushed to the official ORCID website to increase the international visibility of NCCU academic research output.

**【Contact Information】**

Knowledge Organization Section Ext.62616

3. ORCID (Open Researcher and Contributor ID)

ORCID provides each researcher with a digital identifier and integrates key research workflows such as manuscript submission and application in one convenient platform. This interconnectivity between you and your professional activities helps make sure your work is recognized.

After you register a free ORCID ID, NCCU Libraries can assist you in importing your CV and publication information from the NCCU Information System into ORCID for your convenience.

**【Contact Information】**

Outreach and Information Section Ext.77066 or (02)8237-7066

H. Subject Services

Subject services aim to provide library-related assistance and instruction for faculty. If you have any question about the libraries, you are welcomed to contact your subject service librarian. Subject service librarians are specific to a certain field. Find your discipline’s librarian in the table below.

College	Department	Subject Librarian	Contact Us
College of Education	Dept. of Education	Hsu, Shu-Lin	Ext.77062 <i>slshiu@nccu.edu.tw</i>
	Graduate Institute of Early Childhood Education		
	Graduate Institute of Educational Administration and Policy		
	Master of Education in School Administration		
	Master Program of Counseling and Guidance		
College of Foreign Languages and Literature	Dept. of English	Liu, Yung-Feng	Ext.77063 <i>sandy55@nccu.edu.tw</i>
	Dept. of Arabic Language and Culture		
	Dept. Slavic Languages and Literatures		
	Dept. of Japanese		
	Dept. of Korean Language and Culture		
	Dept. of Turkish Language and Culture		

	<p>Dept. of European Languages and Cultures</p> <p>Graduate Institute of Linguistics</p> <p>The Master of Arts in English Teaching</p> <p>Master Program of Middle Eastern and Central Asia Studies</p> <p>BA Program in Southeast Asian Languages and Cultures</p>						
College of Liberal Arts	<p>Dept. of Chinese Literature</p> <p>Dept. of History</p> <p>Dept. of Philosophy</p> <p>Graduate Institute of Library, Information and Archival Studies</p> <p>Graduate Institute of Religious Studies</p> <p>Graduate Institute of Taiwan History</p> <p>Graduate Institute of Taiwanese Literature</p> <p>Master's &amp; Doctor's Program in Teaching Chinese as a Second Language</p> <p>Master of Arts in Chinese Teaching</p> <p>E-Learning Master Program of Library and Information Studies</p>	Ko, Chun-Ru	Ext.77064 <i>crko@nccu.edu.tw</i>				
College of Science	<p>Dept. of Mathematical Sciences</p> <p>Dept. of Psychology</p> <p>Institute of Neuroscience</p> <p>Graduate Institute of Applied Physics</p> <p>Executive Master Program in Teaching Mathematics</p> <p>Master Program of Counseling and Guidance</p>	Hsu, Chiung-Wen	Ext.77065 <i>kyo@nccu.edu.tw</i>				
College of Social Science	<p>Dept. of Land Economics</p> <p>Dept. of Sociology</p> <p>Graduate Institute of Social Work</p> <p>Master's Program of Land Policy and Environmental Planning for Indigenous Peoples</p> <p>International Master's Program of Applied Economics and Social Development</p> <p>International Master/Doctor Program in Asia-Pacific Studies</p>	Huang, Ling-Chin	Ext.50104 <i>lingchin@nccu.edu.tw</i>				
	<p>Dept. of Ethnology</p> <p>Dept. of Political Science</p> <p>Graduate Institute of Development Studies</p> <p>Master for Eminent Public Administration</p>			Lee, Hsin-Ho	Ext.50105 <i>129504@nccu.edu.tw</i>		
	<p>Dept. of Public Finance</p> <p>Dept. of Economics</p> <p>Graduate Institute of Labor Research</p> <p>Dept. of Public Administration</p>					Tsai, Fei-Wen	Ext.50115 <i>fwt@nccu.edu.tw</i>

College of Law	Dept. of Law	Chang, Hsiu-Ting	Ext.50102 <i>hippозoe@nccu.edu.tw</i>
	Master of Laws Program for Executives		
	Institute of Law & Inter-Discipline		
College of Commerce	Dept. of Business Administration / MBA Program	Liu, Yen-Yu	Ext.84000 <i>amyliu@nccu.edu.tw</i>
	Graduate Institute of Technology, Innovation and Intellectual Property Management		
	Dept. of Risk Management and Insurance		
	Executive Master of Business Administration (EMBA)		
	Dept. of Accounting	Sun, Feng-Lian	Ext.84003 <i>flsuen@nccu.edu.tw</i>
	Dept. of Finance		
	Dept. of Management Information Systems		
	International Master of Business Administration (IMBA)		
	Dept. of Statistics	Yang, Tai-Nin	Ext.84002 <i>dearlynn@nccu.edu.tw</i>
	Dept. of Money and Banking		
Dept. of International Business			
College of Communication	Dept. of Advertising	Cheng, Ru-Ting	Ext.62529 <i>ruting@nccu.edu.tw</i>
	Dept. of Radio & Television		
	Master's Program in Digital Content & Technologies		
	Dept. of Journalism	Chen, Ma-Chun	Ext.62650 <i>mac@nccu.edu.tw</i>
	International Master's Program in International Communication Studies (IMICS)		
Master's Program in Communication			
College of International Affairs	Dept. of Diplomacy	Chang, Hsiu-Ting	Ext.50102 <i>hippозoe@nccu.edu.tw</i>
	Graduate Institute of Russian Studies		
	Master Program of Middle Eastern and Central Asian Studies		
	Executive Master's Program of Strategy and International Affairs	Wang, Ssu-Jie	Ext.50103 <i>janewang@nccu.edu.tw</i>
	Graduate Institute of East Asia Studies		
	Master's/Doctoral Program in Japanese Studies		
	International Master's Program in International Studies		
Master's Program in National Security and Mainland China			
College of Informatics	Dept. of Computer Science	Hsu, Chiung-Wen	Ext.77065 <i>kyo@nccu.edu.tw</i>
International College of Innovation	Master's Program Global Communication and Innovation Technology	Lin, Chia-YI	Ext.84004 <i>chiayi@nccu.edu.tw</i>
College of Global Banking and Finance	Master's Program in Global Banking and Finance	Lin, Chia-YI	Ext.84004 <i>chiayi@nccu.edu.tw</i>

Support library instruction courses in English for the College of Social Sciences / Law / International Affairs / Commerce / Communication / Innovation	Chen, Ma-Chun	Ext.62650 <i>mac@nccu.edu.tw</i>
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### III. Teaching Support

#### A. Course Reserves

Faculty members may designate books from the library as course materials before the start of each semester as well as during the semester. Faculty members may apply online or fill out the course reserve book request form and submit it to the circulation section in the Main Library or at any of the field specific branch libraries. Course reserve materials will be stored and displayed on designated shelves and catalogued for inquiries.

#### 【Contact Information】

Main Library Ext.63222

Social Sciences Library Ext.50107

Commerce Library Ext.84006

Communication Library Ext.67152

#### B. Request for an E-resource Tutorial Program

Librarians are available to meet with your students in your classroom, online or in any teaching labs for hands-on research instruction tailored to your needs. These sessions can range from 1-3 hours in duration and will help students improve their information literacy skills. Please make an appointment at least two weeks in advance.

#### 【Contact Information】

Outreach and Information Section Ext.77066 or (02)8237-7066

### IV. Library Spaces

The library provides a variety of spaces for teaching, discussions, conferences and presentations, as listed below:

#### A. Exhibition Spaces

##### 1. For Static exhibitions

Exhibition spaces in Dah Hsian Seetoo Library, the Main Library, and Commercial Library are available for holding static art exhibitions. You can make a reservation within two months to seven days before the event.

##### 2. For Activities

Fang Ming Chen Library, located at the 1<sup>st</sup> floor of the Main library, is available for holding lectures, presentations, and other activities.

**【Contact Information】**

Main Library Ext.63222

Dah Hsian Seetoo Library Ext.77057 or (02)8237-7057

Commerce Library Ext. 84006

**B.Learning Commons and Meeting Rooms**

Learning Commons on the 3<sup>rd</sup> floor of Dah Hsian Seetoo Library and different sizes of meeting rooms of each library are learning spaces for meetings, collaboration, and socialization. The Learning Commons is an open area equipped with movable tables, chairs, LCD screens and whiteboards. The meeting rooms are equipped with wall-mounted/mobile screens and whiteboards and can fit 3 to 24 people. You can make a reservation in advance through the Room Booking System.

**【Contact Information】**

Dah Hsian Seetoo Library Ext.77057 or (02)8237-7057

Main Library Ext.63222

Commerce Library Ext.84006

Social Sciences Library Ext.50107

**C.Multimedia Creative Learning Space**

On the 4th floor of Dah Hsian Seetoo Library, there are various types of seating areas available, including audio-visual areas, laptop areas, and online meeting areas. Additionally, there are specialized rooms such as the Audio-Visual Rooms, Creative Exhibition Room, and Video Production Room, which support the utilization of digital and multimedia resources.

The Audio-Visual Rooms, Creative Exhibition Room, and Video Production Room are designed for small-scale performances, video recording, and live broadcasting. To access these rooms, users should make a reservation in advance through the Room Booking System. As for the audio-visual seats, laptop seats, and online meeting seats, users must book for a seat at the counter before use. These seats are not reserved, and seating is distributed on a first come first served basis.

**【Contact Information】**

Dah Hsian Seetoo Library Ext.77057 or (02)8237-7057

**D.Multi-functional Meeting Space**

The multi-functional meeting space on the 7<sup>th</sup> and 8<sup>th</sup> floors of Dah Hsian Seetoo Library, including Lo Chia-Luen Hall, Multi-Function Rooms and Dah Hsian Lecture Hall, are available for holding academic or administrative-related meetings, lectures, presentations, study lectures, and other activities. Please contact the service desk for more information.

**【Contact Information】**

Dah Hsian Seetoo Library Ext.77057 or (02)8237-7057

**E. Information Classroom B & C**

Information Classrooms are on the 4th floor of Dah Hsian Seetoo Library. There are 32 computer seats equipped with digital broadcast teaching systems, projectors and audio amplified microphones. In addition to users' free access to computers and library database workshops, they are available for courses held by departments other than libraries. During one semester course, a teacher can apply to use the classrooms for free for 5 times. Reservations can be made from one month to one week in advance. The charge is NT\$3,600 for half a day (within four hours) and NT\$7,000 for a full day.

**【Contact Information】**

Dah Hsian Seetoo Library Ext.77057 or (02) 8237-7057

**F. Scholar Study Rooms**

A total of 12 study rooms are located on the 8th floor of Dah Hsian Seetoo Library. Each room has its own desk, chair and a locker. These rooms are intended to provide NCCU faculty with a comfortable additional study space on campus. Teachers, researchers and visiting scholars may apply for a study room on a monthly basis. The rental fee is NT\$1,000/month. Study room rentals may be renewed provided no one else has reserved the room for the following month.

**【Contact Information】**

Dah Hsian Seetoo Library Ext.77057 or (02)8237-7057

**G. Maker Space**

Maker Space, located on the 5<sup>th</sup> floor of Dah Hsian Seetoo Library, is open from 9:00 to 17:00, Monday to Friday.

**1. Space Reservation**

The creative area is equipped with mobile tables, chairs, screens and projectors to support discussion, sharing and interactive learning. You can

make a reservation through the Maker Space website. Please contact the service counter for more information.

2. Maker Space Equipment

- The lab area is equipped with 3D printers, 3D scanners, 3Doodlers, a heat press machine, a laser engraving machine, VR equipment, HoloLens, C01 robot, motion capture equipment and micro:bits.
- Library card is required for registering the equipment. You can make reservations both from the online booking system and at the service counter.
- The equipment is free to use, and the cost of materials will be charged by usage. You can also use your own materials with the approval of maker space staff.

3. Maker Space Books

Books provided within the Maker Space can only be borrowed and viewed in the Maker Space.

**【Contact Information】**

Service Desk of Maker Space Ext.77059 or (02)8237-7059

Research and Development Section Ext.77048 or (02)8237-7048

## **V. Living and Welfare**

### **(1). Children's Education**

#### **(1) The Affiliated Experimental Elementary School's Kindergarten**

1. Admission qualification: Children, aged 3 to 5, of the University's current full-time faculty and staff, contract teachers and employees who have more than 2 years of service. If the quota of students is exceeded, their admission will be processed as follows:

- (1) The years of service of the parent will be used to determine the order of admission.
- (2) If there are still seats for admission, children of contracted teachers and employees who have more than 2 years of service shall then apply. If the demand is exceeded, then a random draw will be organized.

2. If the announced registration period is exceeded and it is necessary to arrange for the children to enter the school, it will still be necessary to regard the enrollment situation in the current year. If there are available seats, the vacancy will be filled according to the application procedures.

Contact: The Affiliated Experimental Elementary School's Kindergarten:

(02) 2939-3091#80105

#### **(2) The Affiliated Experimental Elementary School**

1. Admission qualification: Children, aged 6, of the University's current full-time faculty and staff, contract teachers and employees who have more than 2 years of service. If the quota of students is exceeded, their admission will be processed as follows:

- (1) The years of service of the parent will be used to determine the order of admission.
- (2) If there are still seats for admission, children of contracted teachers and employees who have more than 2 years of service shall then apply. If the demand is exceeded, then a random draw will be organized.

2. If the announced registration period is exceeded and it is necessary to arrange for the children to enter the school, midway admission procedure must be followed. Therefore, it will still be necessary to regard the enrollment situation in the current year. If there are available seats, the vacancy will be filled according to the application procedures.

Contact: The Affiliated Experimental Elementary School: (02) 2939-3610 # 610 ~ 612

#### **(3) The Affiliated High School**

The current University's staff and employees may Apply to study at the junior high division of the affiliated high school for their children and be given priority with the allocation of seats. If there are still seats available, then the children of professors and contract teachers may apply for the seats.



The procedures of application for a new student are as follows:

1. Applicants should complete the application form and submit the household registration certificate or other supporting documents to the Personnel Office within the period of application (around mid-March of each year).
2. Application for admission form, if the number of applicants exceeds the quota, the priority list will determine the admission list.
3. The signed application for admission form shall be endorsed by the President and submitted to the affiliated high school for processing.

Contact: Jen 3<sup>rd</sup> Group Campus Extension 63510

The Affiliated High School: (02) 8237-7500 # 9221

## **(2.) Accommodation Resources**

### **(1) Application for the accommodation of new teachers**

There are two channels through which newly-appointed teachers apply for dormitories:

1. Management Rules for temporary accommodation of newly-appointed teachers	2. Measures of allocation of accommodation to faculty staff and employees
<p>If a newly-appointed teacher applies for temporary accommodation, he/she should submit photocopies of his/her letter of appointment, ID card and his/her application to the Property Section of the Office of General Affairs, within one year before arrival date after taking up duties and shall, after the approval of the President, rent it accordingly, on a first come first served basis.</p>	<p>The assignment of faculty and staff dormitory at the University is scheduled to be announced in the first month after the start of each semester. All faculty members of the university's establishment may apply and the application period shall be subject to the announcement. The staff dormitory is divided into single room and multi-room, these two categories.</p>
<p>Those who have been employed may apply for the staff dormitory once and up to a limit of 2 years only.            . Unless a case is specially approved by the President, it may, then, be extended.            Notes:            1. Upon receipt of the New Teacher Position Dormitory Borrowing Contract (duplicate copies), it shall be signed and returned back to the Property Section of the Office of General Affairs to complete the rental process.            2. Dormitory check-out procedures</p>	<p>During his/her employment at the University, the teacher may apply for the staff dormitory once and up to a limit of 5 years only.            Notes:            1. Upon receipt of the Notary notice for the signing of the Staff Dormitory Contract, the teacher shall complete the contract notarization exercise so as to conclude the loan procedure.            2. Dormitory check-out procedures should be completed by filling the name and the post occupied on the Dormitory Check-Out Form and</p>

<p>should be completed by filling the name and the post occupied on the Dormitory Check-Out Form and returning it back to the Property Section of the Office of General Affairs to complete the check-out procedure.</p>	<p>returning it back to the Property Section of the Office of General Affairs to complete the check-out procedure.</p>
<p>Multi-rooms:  (1) Nan Yuan:NT\$24,100.  (2) Xue Yuan, Zhinan New Village, Qixian New Village:NT\$14,100.  (3) 2nd Faculty Dormitory (Floor 2 to 5): NT\$13,100  2. Single room:  (1) 2nd Faculty Dormitory (Floor 2 to 5): NT\$11,400.  (2) Xin Yuan and Mei Yuan: NT\$9,750. (One room and one living room)  (3) Xin Yuan and Mei Yuan: NT\$6,550. (Studio)  Notes:  Multi-room and single-room dormitory management fees, FTTP campus network and rent allowance, single-room's water and electricity bills are directly deducted from salary. In addition, you should pay for the dormitory's water, telephone, natural gas (coal gas), cable TV, internet and other related bills.</p>	<p>Grade A: Units for faculty members with dependents, multi-room (above 27 pings (approx. 89m<sup>2</sup>) NT\$9,000/month  Grade B: Units for faculty members with dependents, multi-room (more than 22 pings (82m<sup>2</sup>) but less than 27 pings (89m<sup>2</sup>)) NT\$7,000/month  Grade C: Units for faculty members with dependents, multi-room (below 21 pings (69 m<sup>2</sup>)) NT\$5,000  Grade D: Units for single faculty members (two-rooms+1 bathroom studio) NT\$3,300  Grade E: Units for single faculty members (one-room+1 bathroom studio) NT\$2,000.  Notes:  Multi-room and single-room dormitory management fees, FTTP campus network and rent allowance, single-room's water and electricity bills are directly deducted from salary. In addition, you should pay for the dormitory's water, telephone, natural gas (coal gas), cable TV, internet and other related bills.</p>
<ul style="list-style-type: none"> <li>• For details of the above two methods, please refer to the regulations published on the website of the Property Section of the Office of General Affairs website.</li> <li>• The daily management and maintenance of the studios during the rental period are to be handled by the occupants themselves, such as horticultural management, the yard and outdoor cleaning up to a distance of 2 meters surrounding your studio.</li> </ul>	

Contact: Property Section, Office of General Affairs Campus Extension 62802