A Brief History of National Chengchi University (NCCU)

National Chengchi University (NCCU) was founded in 1927. For more than nine decades of reformation and development, we have upheld 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 13 colleges excelling in Liberal Arts, Law, Commerce, Science, Foreign Languages, Social Sciences, Communication, International Affairs, Education, Innovation, Informatics, Global Banking and Finance, and Xperimental College. 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, 7 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

1. **The Fundamental Rights and Obligations of Teachers**

I. 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 teach 12 hours per academic year. The number of courses to be prepared shall not exceed four per academic year. Teachers with promotion deadlines shall also not exceed 12 hours per academic year, and the number of courses shall not exceed four.

B. To reinforce students' learning, increase the time allocated for teaching, research, and service, and improve the overall quality of education and students' competitiveness, each faculty shall follow the newly-developed curriculum restructuring plan.

With each college as a unit, the University shall implement total teaching

hours control; the teaching hours of individual teachers shall be allocated by the respective colleges and departments (graduate schools).

    a.   The College may adjust the number of teaching hours for each teacher based on their individual status. Except for reductions due to part-time administrative posts prescribed by the College, any reduction in teaching hours shall be based on the premise of an individual research project presented to the National Science and Technology Council (NSTC).

    b.   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.

    c.   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), annually served as a principal investigator for an NSTC Research Program, with the approval of the College-level Curriculum Committee, may teach a full academic year's credits within one semester. However, the teacher must still conduct research, serve, and guide students on campus during the unscheduled semester. In the case of short-term overseas travel for academic research purposes 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 years 2016-2018). Full-time teachers who are not subject to the criteria of promotion deadlines shall be paid overtime when their teaching hours exceed 16 for a Professor, 18 for an Assistant Professor, and 20 for a Lecturer, up to a limit of 4 hours. Overtime teaching is regarded as compulsory teaching. The overtime hourly fee is calculated based on the number of teaching hours for the entire academic year and is paid in a lump sum 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 (including the University's bachelor, master, and doctoral degree courses).

E.   Full-time teachers who implement the newly-developed curriculum restructuring plan and concurrently serve in executive positions shall teach the following number of hours per academic year:

a. Vice President: 3 hours
b. Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for General Affairs, Vice President of Office of Research and Development, Vice President for Office of International Cooperation, Secretary General, College Dean and Director of First Level unit (Dean of the Library, Director of Center for Public and Business Administration Education, Director of Computer Center): 6 hours.
c. Vice Director, Faculty (including degree programs), Director of Physical Education Office, Organizational System Research Center, Chinese Language Center, and Innovation Incubation Center: 9 hours.
d. Adjunct Director of Second Level Unit: 9 hours.
e. Adjunct to more than two administrative posts: 6 hours.
f. Serving as a task-force or task work position at the school level as agreed upon under a full-time contract: 9-10 hours.
g. Adjunct Principal of NCCU affiliated High School, Headmaster/Headmistress of Affiliated Experimental Elementary School: 2 courses must be taught.
h. 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 as follows: Adjunct Director of a first-level unit may, with special consent, reduce 8 hours; Adjunct Director of a second-level unit, 4-8 hours.

Contact Person: Ren, 1st Group, Campus Extension 62061

Office of Academic Affairs, Instruction Resources Section: Campus Extension 63292

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

a. Scheduling of Course Period

Classes are scheduled weekly, from Monday to Friday, from 08:00 to 21:00. 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 practical training courses, it is necessary to indicate the time of the practical class in the remarks column of the class schedule. To make efficient use of classrooms and avoid overconcentration of classes, courses in each department should be equally distributed throughout the day. Each department or institute should schedule courses according to the number of courses available in each time slot and ensure they do not conflict with general education courses for undergraduate students.

Bachelor's degree in general education 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 and the Academic Affairs meeting for deliberation and approval and shall be offered in accordance with the required subject list.

Elective courses
Please 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 in accordance with the provisions of "National Chengchi University E-Learning Regulations".

Professional basic integration courses

Implement in accordance with the provisions of "National Chengchi University Professional Basic Integration Course Regulations".

Service learning courses

Implement in accordance with the provisions of "National Chengchi University Service Learning and Practical Course Regulations".

b. **Teaching Hours per Credit and Course Change**

Instructors shall teach classes during the scheduled hours. One credit-course shall be taught for 18 weeks. Additionally, according to the flexible teaching plan of our university, students are enriched with multiple learning channels, enabling them to study autonomously and across disciplines to develop proactive thinking, social practice, and collaborative short-term program study at home and abroad. 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.

c. **Number of Classes Offered**

Except for general education, integration, and minor courses, single-class departments are not available. The offer for the same subject is limited to one class per academic year. If there are two or more classes, they 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 executed as a separate case. 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.

d. **Miscellaneous**

Once the BA Program and general education subjects have passed the initial stage of selection by the students, they will not be allowed to stop unless due to an insufficient number of students or specially-approved

projects.

3.   Requirements for the Number of Students in Various Courses:

A.   Requirement for the number of students in each academic system:

    a.   BA Program: 7 or more students.

    b.   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.

    c.   Ph.D. Program: 1 or more students.

    d.   Courses that are jointly offered at master and doctoral levels: If no doctoral students select the course, it shall be handled as per the standards for the master's class.

B.   After the Add and Drop period is determined, all courses shall be suspended if they do not meet the required number of students as specified in the preceding paragraphs or if no student from the University takes the course, and only outsiders are enrolled.

C.   If Courses offered by full-time teachers do not meet required number of students selecting, but meet one of the following circumstances, the courses must continue to be offered.

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

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

    c.   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:

Each semester, teachers of 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. After its adoption, the syllabus shall be made accessible on the internet within the prescribed time limit.

Contact person: Instruction Resources Section, Office of Academic Affairs

II. Course Registration System

1. **Method of Course Registration**

The University's course registration is processed online and is divided into initial selection, add and drop course selection, addition and withdrawal of classes. During the initial selection and withdrawal stages, students choose courses through the online system to ensure a fair course selection process.

2. **Adding and Withdrawing System**

For supplementary measures outside of course selection, the unit should set up the Course Add selection with the consent of the class teacher before the course selection period. 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.

After printing the "Selecting Course Add Form", a student should submit to the teacher for their consent's signature and then hand it to the Curriculum Unit for the purpose of Manual Course Add. In the case where 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 encouraged to use the "Teachers' Resources Integrated Information System" to download or print the course selection list online. To respond to a student's study situation in a timely manner, the University has also developed the "Mid-Semester Warning" System within 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 encouraged 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 in 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 Office of Academic Affairs will sign the request to be approved by the President for the announcement of the teacher's name.

    a.   **"I"（INCOMPLETE）results annotation：**
According to Article 3 of the "National Chengchi University Grade Guidelines", Ph.D. and Master's 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 complete the grading for the incomplete assessment before the final examination in the following semester, otherwise, the students 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 this.

    b.   **Procedures of Grade Correction**
When a student's grades need to be changed due to registration or counting errors, without the student dropping out of the 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' grade corrections should be completed no later than the closing date of the course's next semester. After the deadline, corrections will not be considered.

IV. Teacher's Ethics

1. **Teacher's Code of Ethics**

A. The Code of Ethics for Teachers was proposed at the 152nd Academic Affairs Meeting on March 2nd, 2009, and passed at the 153rd Academic Affairs Meeting on April 25th, 2009. It was promulgated and implemented on May 21st, 2009, with a vision to strengthen the self-discipline of the University's teachers and meet the expectations of the academic community.

B. With a total of five chapters, this Code describes the basic concepts of teachers, teaching ethics, academic ethics, service ethics, interpersonal ethics, relevant regulation and so on.

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 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 person: Ren 2nd Group, Campus Extension 63312

2. **Academic Ethics Issue**

To address 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. The Academic Ethics Committee of our University is responsible for

accepting, investigating, and deliberating cases of violations of academic ethics and reviewing teachers' qualifications.

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:

   a. Fabrication: Making up application materials, study data or research results that do not exist.

   b. Falsification: Manipulating or changing application materials, study data or research results.

   c. 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.

   d. The research result is taken into account repeatedly because it is published repeatedly without any note.

   e. The contents of their own works are substantially cited in a research project or paper without proper citation.

   f. Using translation as their own work without proper indication.

   g. 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.

      i. 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.

      ii. Any other action that constitutes severe violations against research ethics.

C. **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:**

   a. For a certain period of time, no salary raise will be given, no application for promotion or temporary transfer shall be made, and no part-time work or part-time courses in and outside the campus will be allowed. No

application for various research projects, incentives, and subsidies is to be made.

      b. 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.

D. 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.

E. 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.

F. Academic ethics cases involving the "Accreditation Regulations Governing Teacher Qualifications" shall be handled in accordance with Article 43 and Article 9 of the "Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education." For unsatisfactory cases of teacher qualification screening, the teacher's application for qualification screening shall be inadmissible during the period specified in the provisions of Paragraph. For Teacher's Certificates issued after qualification screening, the teacher's qualifications from this rank up shall be revoked and the Teacher's Certificate shall be recovered.

G. In cases involving academic ethics violations other than those regarding the "Accreditation Regulations Governing Teacher Qualifications," and in accordance with Clause 10 of the "Principles for Handling Teachers Violating Academic Ethics at Institutions of Higher Education," a written admonishment shall be given. The teacher must attend a certain period of academic ethics-related courses and obtain proof of completion.

Contact Person: Ren 1st 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**
A. Applicable targets: Newly appointed full-time assistant professors and assistant researchers.
B. 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.
C. 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.
D. 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.
E. Restriction on its collection:
   a. During the period of collection, except for special cases approved by the project, the beneficiary may not take part-time or hold multiple teaching jobs concurrently (including recurrent education and continuing education courses).
   b. 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 from the Ministry of Science and Technology is for one year, after the end of that period, you may apply for the additional academic research allowance for the second year of the newly-appointed Assistant Professor.

Contact Person: Ren 3rd Group, Campus Extension 63510

VI. Newly-appointed teachers' promotion deadline

To encourage new teachers to enhance their teaching, research, and service standards, the University has established a promotion deadline for new teachers, effective from the beginning of the academic year 2002. The key provisions of the regulations are as follows:

1. **Applicable Targets and Promotion Period**:
A. 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.
B. 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 restriction of these measures. After the approval by the President, the University shall apply the "Teacher's Basic Achievement Evaluation".
C. 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 prepare 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 or to prepare more than 4 courses and cannot be paid an 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 Chair 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 receive a pay raise. They shall not be allowed to work part-time or hold multiple 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, conduct research projects abroad, give lectures, or pursue further studies.

The seniority of a senior excellent teacher shall be recalculated after 10 consecutive years of good performance. Upon the expiry of 10, 20, 30, and 40 years of service, an application for a senior teacher incentive may be made.

Assistant professors and lecturers who have not been promoted by their eighth year, and associate professors by their tenth year, in addition to applying for retirement if eligible, must also be reviewed by the Teacher Assessment Committee. More than 2/3 of its members must be present, and a resolution approved by more than 2/3 of the members present is required. The resolution will then be sent to the competent educational administration authority for review and approval, and a renewed employment denial will be issued to the applicant.

Contact Person: Ren 1st Group, Campus Extension 62177

VII. Performance Appraisal
1. Basic Provisions
A. 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.

B. 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:

a. 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.

b. 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.

c. 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 their 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.

d. Newly-appointed associate professor-level technical experts, assistant professors, and lecturers will be handled according to the new teacher's promotion deadline. Those who pass the promotion will be regarded as having passed 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.

    i. 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.

    ii.   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**
A. The timetable for teachers to submit their annual work summary tables is as follows:
    a.   By August 15th, the Personnel Office shall notify teachers to provide the annual work summary table of the current academic year.
    b.   Teachers shall complete the work summary table information supplement and review the schedule before September 30th.
    c.   Each college shall send the approved annual work summary tables, and signed by the Supervisor, to the teachers for reference before October 31st.
B. The time schedule for Teacher Performance Appraisal is as follows:
    a.   The Personnel Office shall notify separately the teachers who would be assessed for the current semester before February 15th and August 15th, respectively.
    b.   The assessed teacher shall complete the self-evaluation report before March 31st or September 30th and send it to the College, Department (Institute) for reference handling.

c. 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 Person: Research and Development Section (laws and Regulations) , Campus Extension 62763; Ren 1ˢᵗ Group, Campus Extension 62177

VIII. Teaching-related Resources

1. Teacher professional development resources

A. Teaching Improvement Experimental Program and Teaching Development Community

In the face of the transfer of teaching models brought about by science and technology, the Center for Teaching and Learning Development (CTLD) has selected suitable teaching or evaluation strategies in accordance with the University's disciplines. This forms the foundation for establishing a teaching development community. In addition to providing relevant administrative support, we look forward to bringing interdisciplinary teachers together, through mutual dialogue, understanding and cooperation, and to stimulating the momentum of teaching innovation, taking the lead in experimenting with a new teaching revolution, and cultivating seed teachers. We hope that teachers can develop more innovative instructional strategies and curriculum modules and be the key to the transformation of teaching models.

In order to encourage teachers to share their teaching experience, CTLD has established teaching communities with more than 70 teachers. The community themes include a variety of major teaching methods and teaching materials, such as case method, social participation, practice of action, English teaching, macro teaching, Rubrics, team-based learning (TBL), etc. The Teaching Improvement Experimental Program and Teaching Development Community are funded by CTLD (Teaching Assistant subsidy included). The application for the Teaching Improvement Experimental Program opens each semester.

B. New Faculty Orientation

In order to achieve the goal of quality teacher training and teaching excellence, CTLD has organized New Faculty Orientation to help the newly-appointed teachers understand the University's environment, institutions, resources and vision and provides a channel for teaching and research knowledge training. It can stimulate newly-appointed teachers' creativity and

enthusiasm for teaching and research, enhance the interaction and exchange between each other, and stimulate and activating the enthusiasm of our University's teaching team.

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

C. Teacher Mentoring Program

In order to assist new teachers to integrate into the campus smoothly and engage in teaching, research and service, CTLD has developed the " Teacher Mentoring Program" to encourage senior, outstanding teachers and new teachers to form a mentoring team. Through the guidance of experienced, outstanding teachers and CTLD's multi-discussion activities, ideas and opinions can be exchanged so that new teachers can adapt to the teaching and research work as soon as possible.

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

D. Teaching Assistant (TA) Application

In order to assist teachers to improve their teaching quality and improve their teaching knowledge and skills, a teaching assistant (TA) subsidy application is provided. A Teaching Assistant (TA) can help with leading discussion classes or exercise classes, managing auxiliary teaching or developing innovative teaching methods to deepen the course content and improve the students' learning outcomes.

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

E. Teachers' International Teaching Resources

a. EMI course subsidies

To comply with the Program on Bilingual Education for Students in College by the Ministry of Education, "National Chengchi University Subsidy Guidelines for Encouraging Teachers to Develop EMI Courses" were established in the 2023 academic year. The new guidelines aim to encourage teachers to offer EMI courses, enhance students' English proficiency and international competitiveness, and cultivate an EMI teaching and learning environment at the university. Hourly lecture fees and service fees will be provided as subsidies to full-time teachers who offer EMI courses. Subsidies will also be given to colleges with

integrated EMI module courses. Applications are submitted once per semester by each college, which integrates and proposes the course plans for all EMI courses within their respective colleges.

Contact Person: Teaching and Learning Resources Group, Center for Teaching and Learning Development, Campus Extension 62867

b. **Rewarding Outstanding English-Taught Undergraduate Courses**

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 Person: Development Planning Section, Office for International Cooperation, Campus Extension (Joyce Huang) 62827

2. **Teachers attending the meeting to apply for rewards and subsidies**

A. Off-campus part

Overview of projects or regulations	Application date	Unit to contact or website	Case Officer and Telephone
● **National Science and Technology Council subsidizes domestic experts and scholars to**	The application will be sent to the Ministry of Science and Technology 6 weeks before the date of the meeting. To improve the international status of	Miss HSIEH WAN-LIN Department of International Cooperation and Science Education 2737-7987 https://www.most.gov.tw/	Mr. CHANG-HUNG-YEN Office of Research and Development Campus Extension

			66899
attend international academic conference	the nation's academic research and apply for subsidies for domestic experts and scholars to attend international academic conferences and publish research results.		

B. University part

Overview of projects or regulations	Application date	Unit to contact or website	Case Officer and Telephone
• **NCCU grants to teachers and researchers to attend international academic conferences to present papers** 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	The application is submitted to the R&D department seven working days before the meeting day, and each person is limited to one subsidy per year.	R&D Department http://ord.nccu.edu.tw/main.php Regulations Reference: Academic Research Grants	Mr. CHANG-HUNG-YEN Office of Research and Development Campus Extension 66899

IX. Libraries

1. **Circulation Services**
A. **Location, Contact Number and Subject Coverage**
   a. **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 the Kuomintang (KMT) owned collections including the Dr. Sun Yat-Sen Memorial Library and the KMT archives.

      Contact Person: Campus Extension 63222

   b. **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.

      Contact Person: (02)8237-7057 or Campus Extension 77057

   c. **Commerce Library**
      - Located on the 4th floor of the Commerce College.
      - Collects materials relevant for studies in the Commerce College.

      Contact Person: Campus Extension 84006

   d. **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.

      Contact Person: Campus Extension 50107

   e. **Communication Library**
      - Located on the 3rd floor of Communication College.
      - Collects materials relevant for studies in communication

      Contact Person: Campus Extension 67152

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

B. **Library Card**
   a. **Applying for a Library Card**
      - Full-time faculty: Bring the required documents in person to the Main Library service counter on weekdays from 8:30 to 17:00 for

instant application.

- Part-time faculty: Fill out the underline online form and bring the required documents in person to the 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.

b. 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

a. Borrowing

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

If you are checking out an item that 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.

b. Renewal

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.

c. 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 cataloguing and no copies are available on the shelf.

d. **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 4th day starting at NT$20, and will continue to accumulate until the item is returned or the maximum fine is reached.

e. **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 Person: Preservation and Access Section, Campus Extension 63222

D. **General Guide for Audiovisual Collection**

Multimedia Creative Learning Space, located on the 4th 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.

a. **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. Returns can be handled by other NCCU libraries. However, if there are overdue fines or a need to extend the borrowing period, please contact Dah Hsian Seetoo Library.
- 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.

b. 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 Person: Digital Innovation Section, (02)8237-7057 or Campus Extension 77057

2. 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, newspapers, 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 Recommendations

NCCU Library users are all welcome to recommend books, periodicals, or databases. Recommendations should support the teaching and research requirements of NCCU teachers and students. They will be referred to the related departments for evaluation and purchase. General recommended materials will be purchased using library funds. All recommendations must fit the criteria of the NCCU Library collection development policy;

recommended materials may be rejected if they are irrelevant 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 Person: Resources Acquisition Section

Chinese Resources Recommendation, Campus Extension 63003

Western Resources Recommendation, Campus Extension 62613

C. Accessing E-resources

a. Databases
- NCCU has provided about 300 databases available through the E-resources gateway covering topics in a variety of languages.
- "Discovery System - Databases" 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.

b. 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.

c. 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 Person: Outreach and Information Section (02)8237-7066 or Campus Extension 77066

D. Periodical Services

a. Photocopy Service for Journal Articles

NCCU Libraries provide a copying service for our users to obtain photocopies of journal articles or book chapters from our collections. Pricing is at NT$80 for the first 20 pages and an additional NT$3 per page thereafter. All requests must be prepaid. If the number of pages cannot be ascertained beforehand, a temporary prepayment of NT$100 is required, and you will be charged or credited afterwards based on the actual cost.

b. TOCs/SDI Services

- Table of Contents Services (TOCs) provide faculty with access to the table of contents for particular journals of interest 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 the 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.

c. NCCU Open Access (OA) Publishing Support

- Services: NCCU Libraries has established Open Access Publishing Support Agreements with various academic publishers. 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:
  i. Cambridge University Press (CUP): 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.
  ii. Elsevier: The article accepted date must be Jan. 1st 2023 - Dec. 31st 2025. Authors in NCCU can publish in open access journals of Elsevier with a 10% discount on Article Processing Charge(APC) from 2023.
  iii. ACM Computer Package: The article accepted date must be Jan. 1st 2024 - Dec. 31st 2028. Authors in NCCU can publish in open access journals of ACM without paying Article Processing Charge (APC) from 2024 to 2028.
  iv. Institute of Physics (IOP): The article accepted date must be Jan. 1st 2024 - Dec. 31st 2026. Authors in NCCU can publish in open access journals of IOP without paying Article Processing Charge (APC) from 2024 to 2026.

Contact Person:

Preservation and Access Section (Photocopy service), Campus Extension 6715263222

Outreach and Information Section (TOCs/SDI services, OA Publishing Support), Campus Extension 6715277066 or (02)8237-7066

E. Requesting Interlibrary Services

a. 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.

b. 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, 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 to other UST library systems. 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.

c. 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.

d. 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 "SUBSIDIY" 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 Person: Preservation and Access Section, Campus Extension 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 Person: Resources Acquisition Section, Campus Extension 63001

G. Institutional Repository, Academic Hub and ORCID

a. NCCU Institutional Repository

NCCU Institutional repository is a platform that collects, preserves and promotes digital versions of NCCU scholarly publications, such as theses, dissertations, 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 Person: Knowledge Organization Section, Campus Extension 62616

b. NCCU 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 Person: Knowledge Organization Section, Campus Extension 62616

c. 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 Person: Outreach and Information Section (02)8237-7066 or Campus Extension 77066

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 welcome to contact your discipline's subject service librarian.

Contact Person:

Commerce Library, Campus Extension 84006

Social Sciences Library, Campus Extension 50107

Communication Library, Campus Extension.67152

Outreach and Information Section, Campus Extension 77066 or (02)8237-7066

3. 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 Person:

Main Library, Campus Extension 63222

Social Sciences Library, Campus Extension50107

Commerce Library, Campus Extension 84006

Communication Library, Campus Extension 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 1-2 hours in duration and will help students improve their information literacy skills. Please make an appointment at least two weeks in advance.

Contact Person: Outreach and Information Section, (02)8237-7066 or Campus Extension 77066

C. NCCU Library Resources Guide

This Guide introduces the various resources available through our library. It is designed to help students understand NCCU library services, learn basic library research skills, get help with research and database usage, and use library tools to help with writing and citations.

Contact Person: Outreach and Information Section, (02)8237-7066 or Campus Extension77066

4. Library Spaces

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

A. **Exhibition Spaces**

a. 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.

b. For Activities

Fang Ming Chen Library, located at the 1st floor of the Main library, and the lobby of Dah Hsian Seetoo Library are available for holding lectures, presentations, opening ceremonies, exhibitions, and other activities.

Contact Person:

Main Library, Campus Extension 63222

Dah Hsian Seetoo Library, (02)8237-7057 or Campus Extension 77057

Commerce Library, Campus Extension 84006

B. **Learning Commons and Meeting Rooms**

Learning Commons on the 3rd 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 Person:

Dah Hsian Seetoo Library, (02)8237-7057 or Campus Extension 77057

Main Library, Campus Extension 63222

Commerce Library, Campus Extension 84006

Social Sciences Library, Campus Extension 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.

Users of the Video Production Room must sign up for an equipment course before use. Course information will be placed in the NCCU enrollment system.

Contact Person: Dah Hsian Seetoo Library, (02)8237-7057 or Campus Extension 77057

D. Multi-functional Meeting Space

The multi-functional meeting space on the 7th and 8th 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 or send us a message on Dah Hsian Seetoo Library Facebook page for more information.

Contact Person: Dah Hsian Seetoo Library, (02)8237-7057 or Campus Extension 77057

E. <u>Information Classroom B & C</u>

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 Person: Dah Hsian Seetoo Library, (02)8237-7057 or Campus Extension 77057

F. <u>Scholar Study Rooms</u>

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. Visiting scholars, experts, teachers, or researchers may apply for a study room. The rental period must be confirmed during the application process, ranging from one to three consecutive months. 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 Person: Dah Hsian Seetoo Library, (02)8237-7057 or Campus Extension 77057

G. <u>Maker Space</u>

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

a. 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.

b. 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.
- All equipment in the maker space 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.

c. Maker Space Books

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

Contact Person:

Service Desk of Maker Space, (02)8237-7059 or Campus Extension 77059

Research and Development Section, (02)8237-7048 or Campus Extension 77048

X. Living and Welfare

1. **Children's Education**
A. **The Affiliated Experimental Elementary School's Kindergarten**
    a. 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:
        i. The years of service of the parent will be used to determine the order of admission.
        ii. If there are still admission spots remaining, applications from children of contracted teachers and employees who have more than 2 years of service will be accepted. If the number of applicants exceeds the available spots, a random draw will be organized to determine the admission list.
    b. If the announced registration period is exceeded and it is necessary to arrange for the children to enter the school, the mid-term admission process will apply. The availability of spots will be based on the enrollment situation in the current year. If there are remaining spots, the vacancies will be filled according to the application procedures.

    Contact: The Affiliated Experimental Elementary School's Kindergarten: (02) 2939-3091#80105

B. **The Affiliated Experimental Elementary School**
    a. 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:
        i. The years of service of the parent will be used to determine the order of admission.
        ii. If there are still admission spots remaining, applications from children of contracted teachers and employees who have more than 2 years of service will be accepted. If the number of applicants exceeds the available spots, a random draw will be organized to determine the admission list.
    b. If the announced registration period is exceeded and it is necessary to arrange for the children to enter the school, the mid-term admission process will apply. The availability of spots will be based on the enrollment situation in the current year. If there are remaining spots, the

vacancies will be filled according to the application procedures.

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

C. **The Affiliated High School**

Children of the current University's staff and employees may apply to study at the junior high division of the affiliated high school and are given priority in the allocation of admission spots. If there are still admission spots remaining, then the children of professors and contract teachers may apply. The procedures of application for new students are as follows:

a. 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).

b. If the number of applicants exceeds the quota, the priority list will determine the admission list.

c. The signed application for admission form shall be endorsed by the President and submitted to the affiliated high school for processing.

Contact Person: Jen 3rd Group, Campus Extension 63510

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

2. **Accommodation Resources**

A. **Application for the accommodation of new teachers**

There are two methodsfor newly-appointed teachers to apply for dormitories:

1. Management Rules for temporary accommodation of newly-appointed teachers	2. Measures of allocation of accommodation to faculty staff and employees
If a newly-appointed teacher applies for temporary accommodation, they should submit photocopies of their letter of appointment, ID card, and application to the Property Section of the Office of General Affairs. Within one year before their arrival date. After the approval of the President, rent it accordingly, on a first come first served basis.	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.
Those who have been employed may apply for the staff dormitory once and up to a limit of 2 years only.	During employment at the University, a teacher may apply for the staff dormitory once and for a maximum period of 5 years.

. 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 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.	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 returning it back to the Property Section of the Office of General Affairs to complete the check-out procedure.
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	Grade A: Units for faculty members with dependents, multi-room (above 27 pings (approx. 89m^2) NT$9,000/month Grade B: Units for faculty members with dependents, multi-room (more than 22 pings (82m^2) but less than 27 pings (89m^2)) NT$7,000/month Grade C: Units for faculty members with dependents, multi-room (below 21 pings (69 m^2)) 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

for the dormitory's water, telephone, natural gas (coal gas), cable TV, internet and other related bills.	from salary. In addition, you should pay for the dormitory's water, telephone, natural gas (coal gas), cable TV, internet and other related bills.
- 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. - 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.	

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