

Competent Authority	Personnel Office 人事室
Concerns & Response	<p>1. <u>Foreign Faculty Are Not Entitled to Retirement Pension Plan with Monthly Payments</u></p> <p>查現行公立學校教師適用之學校教職員退休條例規定，喪失我國國籍者即喪失其領受月退休金之權利。是以，外籍教師只能支領一次退休金。</p> <p>Based on Statute Governing the Retirement of School Faculty and Staff, it indicated that the retired faculty shall be deprived of the right to claim pension payment for loss of citizenship of the Republic of China. The retired foreign teachers who serve in any public middle schools or above in the R.O.C. may be subject to this Statute. The pension shall thus be made in lump sum payment.</p> <p>行政院於 102 年曾審議「公立學校教職員退休撫卹條例草案」，與會人員咸認為具我國國籍者須未喪失我國國籍或外國籍教師須取得我國國籍者始得擇領月退休金，並建議修正國籍法，放寬外籍人士申請歸化我國國籍時，得不必放棄其原有國籍，使外國籍教師等得具有雙重國籍，俾符合擇領月退休金規定，以利延攬並吸引優秀外籍人才來臺任教。目前有關國籍法條文修正草案，業送立法院審議中。</p> <p>Executive Yuan of Taiwan examined the draft of public school faculty and staff retirement in 2013 and determined that foreign teachers can claim monthly retirement pension payment after retirement only if they acquire the citizenship of the Republic of China. To make this condition to be fulfilled more easily for foreign teachers, the Executive Yuan of Taiwan have made official claim to urge the revision of Nationality law to allow foreign teachers to have dual nationalities so that they can acquire the citizenship of Taiwan without giving up their original nationality. The revised draft of nationality law is already under the examination of Legislative Yuan (i.e., the Congress of Taiwan).</p> <p>為使外籍教師瞭解退休時僅能支領一次退休金之規定，現行作法係於外籍教師報到時，請其簽署退休時僅可支領一次退休金之通知書（1 式 2 聯）。</p> <p>In order to make the new coming foreign teachers aware of the regulation of the lump sum payment of their retirement pension, we'll ask them to sign Retirement for NCKU Faculty and Staff Form with lump-sum retirement pension (one form with two papers) on the day they report for duty.</p> <p>本室將 email 各系所及於行政會議中宣導，請各系所於面試外籍教師時，告知其退休時只能請領一次退休金，俾利外籍教師能及早</p>

知曉其退休金請領之規定，預作生涯規劃。

Personnel Office will urge all the academic departments and administrative offices, both by emails and during the various administrative meetings of NCKU, to make sure that they inform foreign candidates of their job openings about the regulation of the lump sum payment of the retirement pension for foreign employees of NCKU while doing the interviews with those candidates for their consideration for career planning.

2. Benefits to Foreign Faculty

外籍教師與本校編制內教職員皆一致，補助項目如下：結婚補助、生育補助、喪葬補助（含父母、配偶、子女死亡）、子女教育補助、生日禮券及補助健康檢查等。

Foreign teachers are entitled to the same benefits with the domestic staffs of NCKU, including marriage subsidy, giving birth subsidy, funeral subsidy (the death of parents, spouse or children), children education subsidy, birthday certificate and physical check-up.

3. Annual Leave Issue

依本校「教師申請出國作業要點」第3點規定略以，為免影響教學，教師申請出國觀光、探親，應利用寒、暑假、春假及其他假日辦理。同要點第4點規定略以，上課期間申請出國處理私人事宜，事由以參加子女結婚、探視直系親屬重病或參加個人畢業論文口試、畢業典禮為原則，期限以一星期為原則。

First, according to the Article three of the National Cheng Kung University Guidelines to Go Abroad for Teachers, to minimize the disturbance of the teaching schedule of the academic semesters, teachers should utilize winter/summer vacation, spring break, or other holidays to travel to other countries for the purposes such as visiting relatives and sightseeing. Additionally, according to the Article four of this Guidelines, teachers can only be allowed to go abroad in the middle of the academic semesters for specific personal matters as follows: attending children's wedding, visiting close relatives (e.g., children, grandchildren, parents, and grandparents) who are seriously ill, attending personal oral defense for acquiring official academic degree, and attending personal graduation ceremony for academic achievement. The length for such leaves should be no more than seven days.

依「教師請假規則」規定略以，因事得請事假，每學年准給7日。

Second, based on the Leave of Absence Regulation of NCKU, after working at NCKU for one year, professors are entitled to a total of 7 days

leave per academic year for personal matters.

本校老師在上課期間，在不影響學生受教權之下，可專案申請以事假出國，學校考量事由核准出國；亦可利用春假及其他假日(例如新曆年連續假日)出國。

Third, the faculty members of NCKU can go abroad for personal matters on the condition of no interference of the educational rights of students. Foreign faculty members can go abroad on spring break or other holidays (such as new year holidays) as well.

4. Translator Secretary is Needed

本校目前外籍教師、研究人員共 30 名。其中日籍專任教師 3 人、專案教師 1 人、專案研究人員 1 人，先予說明。

First, for your information, NCKU has 30 foreign faculty members and research fellows. Among them, there are five NCKU employees who are from Japan, including three tenure-track professors, one Project Professor, and one Project research fellow.

上開外籍教研人員來自不同國家，除日本外尚有美國、葡萄牙、德國、澳大利亞、瑞典、俄國、馬來西亞等國家，故採國際通用語言(英語)服務上開教研人員。現行作法除對內開辦相關英語課程鼓勵同仁加強英語能力外，對外更以語文能力加給提高薪資，增加延攬優秀人員誘因。案內建議聘請日文翻譯部分，考量各行政單位業務繁雜具專業性，並非嫻熟日文即能提供服務，且在不同行政單位運用國際通用語言(英語)，更可依其專業服務各國教研人員，發揮最大效益。嗣後將請各單位遞補人員時，依實際需要將相當英語能力列為必要資格條件。

Second, In addition to those 5 Japanese NCKU employees, foreign teachers and research fellows at NCKU come from various countries, including the United States of America, Portugal, German, Australia, Sweden, Russia, and Malaysia, and thus we consider English as the common language for serving those foreign NCKU employees. To better serve our foreign colleagues at NCKU, we develop English training programs to encourage our administrative staff to enhance their English communication skills, and give higher salary package to administrative staff who are determined to be highly capable of using English for communication. Regarding the suggestion of hiring Japanese translator, because administrative issues are complicated and beyond the comprehension of fluent Japanese speakers without proper professional training, it is better to use common international language (e.g., English) to communicate with our foreign employees. Therefore, we will encourage all the administrative offices and departments of NCKU to take English communication ability as an important criterion for determining the qualification of applicants of their job openings in the future.

5. Raise Salary

我國公立大專校院教師薪給係依「全國軍公教員工待遇支給要點」、「教師待遇條例及其施行細則」等相關規定訂定教師(年功薪)、學術研究費標準表，係屬固定性薪給，爰本校無法自行加薪。

According to Regulations Governing the Payment of Remuneration to Military, Public and Teaching Personnel and the Payment Regulations and Act of Teachers, NCKU is subject to fixed salary and we cannot offer any NCKU employees a raise by ourselves.

至薪資調整部份係由行政院依「全國軍公教員工待遇支給要點」辦理年度待遇調整，最近一次調薪為 100 年 7 月調整幅度 3%。

The adjustment of salary is performed based on Regulations Governing the Payment of Remuneration to Military, Public and Teaching Personnel. The latest raise of 3% occurred in 2011.

彈性薪資：外籍教師可依研發處所訂定「國立成功大學延攬、留住及獎勵特殊優秀人才支給原則」提出申請。

Flexible salary: Foreign teachers can apply for personal raise based on the regulations of the Appointment Agreement of Distinguished Scholars for NCKU Project of Promoting Academic Excellence & Developing World Class Research Centers, which is developed by the Office of Research and Development of NCKU.

6. Being Literally Harassed on Teacher's Evaluation Committee

申訴管道：本校專任教師對本校有關其個人之措施，認為違法或不當，致損害其權益者，得向本校教師申訴評議委員會提出申訴(該會承辦窗口請洽秘書室法制組)。

Grievance System: If faculty members of NCKU intend to file complain regarding the issues of personal right infringement at NCKU, please file your cases to the Legal Division of the Secretariat Office of NCKU. The filed complaint cases will be taken to the NCKU Teachers Appeals Review Committee for discussion and determination.

溝通管道：外籍教師如有溝通需要，可洽本室英文窗口服務人員(蘇靜惠小姐，分機 50865)。

Communication system: If foreign teachers need to communicate with someone, please contact the international service representative of the Personnel Office of NCKU (Ms. Ching-Hu, Su; NCKU extension: 50865)

7. Resident Certificate Issue When Doing a Research Abroad for More Than Half A Year

居留證相關規定係屬內政部移民署所轄，非本室權責，老師如有相關疑義請撥打「0800-024-111」洽詢。

The regulations of Resident certificate are the jurisdiction of National Immigration Agency, Taiwan. If teachers have further questions, please call 0800-024-111.

跨國移地研究長短係主持人視其計畫所定，教師如有居留證特殊需要，可與主持人協商移地研究時間。

The period of Cross-country research is determined by the plan. If teachers need the specific resident certificate, please contact the collaborative parties to negotiate the research collaboration period.

Competent Authority	Computer & Network Center 計網中心
Concerns & Response	<p>1. <u>An Update of The Official Documents System</u> We are sincerely sorry about the part where the system is only written in Chinese. We will do our best to improve on the following points:</p> <ol style="list-style-type: none"> 1. Make English version handbook and add English instructions to the interface of the system. 2. For the part of providing administrative accounts, we will discuss with the business unit about the process and possibility. <p>Thank you very much again for the suggestions.</p> <p>2. <u>Upgrade The Internet Speed at NCKU and NCKU WLAN</u> The bandwidth of network connection between each department and the network backbone as supported by Computer and Network Center is at 1Gb. The reason that the internet speed at Department of Mechanical Engineering is 100Mb is due to the capacity of the network equipment in the department building, which support 100Mb only. The Computer and Network Center suggests that this issue is forwarded to the office of ME department and the department network administrator, Mr. 張超群, who can be reached at ext. 62118.</p> <p>Eduroam uses IEEE 802.1X protocol which is not supported by our current Wi- Fi equipment. The Computer and Network Center has looked into this issue and is setting up a plan to upgrade our Wi-Fi equipment in the coming year to provide eduroam service.</p>

Competent Authority	Office Of Academic Affairs 教務處
Concerns & Response	<p>1. <u>Divide Each Semester into Two Periods</u> 此建議可研議其可行性。 We will discuss with administrative unit and departments about the feasibility.</p> <p>2. <u>Coordinate The Admission System with National Taiwan University</u> 因碩博士招生為各校獨立系統自辦考試，無法整合。 Because each university runs their own exclusive entrance examination for master's and doctoral students, coordinating the admission system is not impracticable.</p>

Competent Authority	Office Of General Affairs 總務處
Concerns & Response	<p>1. <u>Close Some Roads Or Build Bridges Or Tunnels to Unite The Campuses of NCKU</u> 校區外道路屬台南市政府管轄，又因封閉道路將牽涉市區交通運輸問題，可行性不高。興建地下道與陸橋因牽涉工程經費與使用效益評估，短期間暫不考量。總務處將繼續與市政府協調，持續改善各校區之交通號誌運作效益，增加通行順暢與安全。 The jurisdiction of the management of the roads surrounding NCKU campuses belongs to the Tainan City Government. Because blocking the roads around our campuses may result in serious transportation and traffic problems, and thus it may not be feasible from the perspective of the authority. In addition, the method of constructing intern-building underground tunnels or bridges needs to be evaluated carefully regarding various issues, such as cost-effectiveness issues, we are afraid that it may not be feasible either in the short term. Office of General Affairs will continue to work with Tainan City Government to improve the safety on the roads around our campuses by the design and deployment of more effective traffic signal systems.</p> <p>2. <u>Buying Computer And Lab Equipment from Abroad</u> 可採直接外購方式辦理，金額十萬以下由使用單位自行辦理，另有通關免稅需申請。然因涉及金額，若超過十萬元有沒有限制性招標要件、適不適用科研採購或國內有無代理商之問題，建議由系所協助教師並詢問總務處採購組後辦理。 For items that have a total cost of less than NT\$100,000, the buyer can place order directly to the foreign vendors to make purchase and mind the application to the customs duty-free. However, for items which cost more than NT\$ 100,000, the buyer needs to comply with the regulation of the limited tendering procedure of NCKU. We advise that faculty members who want to make such purchases should ask the administrative staff of their department to help them clear the relevant issues with the staff of the Purchasing Division of the Office of General Affairs.</p>

Competent Authority	Cashier Division, Office of Finance 財務處出納組
Concerns & Response	<p>1. <u>NCKU or The Department Do Not Inform Foreign Faculty Members to File Their Tax Returns</u></p> <p>考量出納組業務往來無法貼近外國籍人士，及了解其個人需求，而外國籍人士又宥於種種限制，對本國法律規定或生活習慣並不瞭解，建請國際事務處針對外國籍師生所需，包括將法律規定「凡有中華民國來源所得之個人，應就其中華民國來源之所得，依本法規定，課徵綜合所得稅」及「納稅義務人應於每年五月一日起至五月三十一日止，填具結算申報書，向該管稽徵機關，申報其上一年度內構成綜合所得總額或營利事業收入總額之項目及數額」等，彙編成日常生活指南，提供外籍師生知悉。</p> <p>Because the staff of the Cashier Division of the Office of Finance at NCKU do not have convenient access to reach foreign faculty members and employees to figure out what assistance they need, and it is difficult for foreign NCKU staff to get convenient access to living information (e.g., official regulations and laws) due to the constraints caused by language and/or cultural differences, we ask the Office of International Affairs (OIA) to offer additional assistance regarding this matter to foreign faculty members and students by providing them with certain living guides. For example, such living guides could include information such as the following:</p> <p>“For any individual who has income from sources in the Republic of China, comprehensive income tax shall be declared in accordance with the Act Comprehensive Personal Income Tax during the period from May 1 to May 31 each year. Tax payers should fill out tax declaration form and file it to the authority based on his or her gross consolidated income of the preceding year.</p> <p>[國際事務處回覆]</p> <p>Staff of the Office of International Affairs is currently working on developing a website for International Scholars that contains information of the online resources regarding living in Taiwan and NCKU campus environment. International faculty members can use the website as the gateway to the access of various information of living in Taiwan once it is officially published online, which is scheduled to be published online before September 1, 2016. Additionally, OIA would like to ask the staff of all the administrative offices of NCKU to work with us to provide foreign NCKU members with appropriate assistance (e.g., developing the English versions of all the important newsletters, messages, and regulations, and informing the OIA to publish those pieces of information to appropriate outlets, such as OIA website or the “Events” section on the homepage of official NCKU website.)</p>

Competent Authority	Office of Research and Development 研發處
Concerns & Response	<p>1. <u>MOST Grants Do Not Welcome Research Connected with Any Other Foreign Languages Than English</u> 科技部網頁目前係以中文及英文(國際通用之語言) 為計畫申請介面。 The webpage of Ministry of Science and Technology is designed in Chinese and English (international language) for the interface of the project application.</p> <p>科技部計畫徵求類型分為： 專案型計畫：依學門規劃訂定徵求之研究題目。 一般研究計畫：依申請人研究專長自行規劃送審。</p> <p>The projects funded by the Ministry of Science and Technology are generally categorized into two types:</p> <p>A. Special Research Project: The research topics of such projects are specified by the departments of MOST B. General Research Project: The research topics of such projects are determined by the primary investigators of the projects.</p> <p>2. <u>Any Application of Internal NCKU Research etc. Funding is Quite a Hurdle to Foreign Faculty Members</u> 本組各項研究類補助表格已逐步進行雙語化，目前「補助優秀新進教師暨研究人員學術研究計畫」、「頂尖計畫延攬優秀人才」、「重點領域拔尖計畫」皆有英文版表格提供外籍教師使用，亦開放可以中、英文填寫；各項補助申請時程除固定公告於本組網頁 http://irdd.ord.ncku.edu.tw/files/11-1386-16819.php?Lang=zh-tw，亦會於截止日前一個月以 email 及網頁公告各單位週知。未來將持續進行各項申請表格雙語化，並留意提供老師充裕之申請期程。</p> <p>All forms that are used for applying for research grants have already provided in bilingual format. At present, “Research Subsidies for Outstanding Newly Employed Teachers and Researchers”, “Aim for the Top University Project for Distinguished Scholars”, and “Excellence Research Program of Focused Areas” all provide application forms in English for foreign teachers and all the documents for applications can be written in either Chinese or English. The application schedule of each grant is not only published on the webpage of Innovative Research and Development Division (http://irdd.ord.ncku.edu.tw/files/11-1386-16819.php?Lang=zh-tw), but also announced by email and webpage bulletin one month before the application deadline. In the future, we’ll offer both Chinese and English versions of all the application forms and announce the message of call for research proposals as early as possible to provide professors with sufficient time for writing their</p>

research proposals.

Competent Authority	Legal Section, Office of the President 法制組
Concerns & Response	<p>1. <u>Could NCKU Be A Guarantor</u></p> <p>本校屬教育部轄下教育行政機關，非自然人，不具權利能力，除非法律有特別明文規定外，自不得擔任保證人。外籍老師向銀行申請貸款，為私人消費借貸契約具有私法性質，本校擔任消費借貸契約之保證人，有所不宜。</p> <p>NCKU is an educational institution that is under the supervision of the Ministry of Education, Taiwan, and it doesn't have the natural rights that normal persons have, which allows it to serve as a guarantor. Additionally, if foreign faculty members who apply for loans from banks for their personal agenda rather than for work, it is inappropriate for the NCKU to be the guarantor of such loans.</p>

Competent Authority	Accounting Office 主計室
Concerns & Response	<p>1. <u>Remove the Limitations on What Money Can Be Used for or Give Instructions on What Can Be Bought in Which Category</u></p> <p>依『科技部補助專題研究計畫經費處理原則』(如附件一)第三點簡述：各補助項目累計流用金額 50%以內，循校內程序申請。本校流程為填寫流用變更申請表，經機關首長或授權人核定後辦理，(流用變更申請表於研發處下載)。各補助項目累計流用金額超過 50%以上，請計畫主持人於科技部網頁線上申請變更，經科技部同意後辦理。</p> <p>According to the Article three of the Principal of Research Project Funding of the Ministry of Science and Technology (MOST), Taiwan, (see Attachment one), when the principal investigator (PI) of a MOST research project intends to change the purposes of the funding of a specific accounting account, if the amount to be modified is less than 50% of the amount of the account that was originally approved by the MOST, the PI needs to follow the procedure of NCKU to fill out the form of modification in order to get the authorization of the NCKU authority to make such modification on funding usage. (The application form for this procedure can be downloaded form the webpage of the Office of Research and Development, NCKU). If the amount to be modified is higher than the 50 percent the amount of the account that was originally approved by the MOST, the PI has to file applications online via MOST website to get the authorization of the MOST.</p> <p>依科技部補助專題研究計畫經費處理原則第四點：各項經費不得用作下列各項開支：(一)與研究計畫無關之開支或非執行期限內之開支。所以各項費用報銷其費用發生日期，如發票或收據日期、國內或國外出差日期需於計畫執行期間內。</p> <p>購買各項物品與計畫相關性如何認定，科技部並未有明確規定，僅於科技部網頁公告『科技部補助專題研究計畫 耗材、物品、圖書及雜項費用及研究設備費支出用途範例』(如附件二)。請計畫主持人參考，各項費用結報應與計畫相關。</p> <p>檢附『科技部補助專題研究計畫經費處理原則』及『科技部補助專題研究計畫 耗材、物品、圖書及雜項費用及研究設備費支出用途範例』各乙份，以供參考。</p> <p>According to the Article Four of the Principals of Research Project Funding of MOST, the fundings of any accounting accounts cannot be used for certain purposes, as follows: 1. The spendings that are irrelevant to the execution of the research project funded. All the invoices or receipts to be filed for reimbursement using the MOST fundings should be specified a transaction date that is within the execution period of the funded research project. However, because the MOST does not have specific regulations regarding the determination of the relevance of a specific spending to a specific funded research project, it is recommended that the PIs of the funded research projects refer to the exemplars of transactions using MOST funding for research projects that are published on MOST websites regarding the purchase of office supplies, special research materials, books, and research equipment (see attachment two). Ask host as the reference and each budget</p>

	<p>need to be related to the plan. Enclosed are the Principals of Research Project Funding of MOST and the exemplars of transactions using MOST funding for research projects of MOST for your reference.</p>
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<p>Competent Authority</p>	<p>Chinese Language Center 華語中心</p>
<p>Concerns & Response</p>	<p>1. <u>Introduce A 2 Hours Per Week Program for Foreign Faculty, Post Docs And PhD Students</u> 國際學生事務處已開設外籍生中文特別班供外籍生(含碩、博班)學習中文，每周3小時，共18週。 International Student Affairs Division of the Office of International Affairs have a special Chinese Language program for all undergraduate and graduate international students (3 hours per week; totally 18 weeks).</p> <p>外籍教師與博後生等學習中文的動機為何，又希望學習學術性中文抑或是一般生活華語？ We would like to know about the motivation of our post-doc fellows and foreign professors to learn Chinese, and what kind of Chinese they want to learn (for academic use or for the use in their daily lives).</p> <p>若開設華語課程，課程費用來源是？ We do not know whether the NCKU authority have special budgets to offer our foreign faculty members and staff the indicated Chinese language program for free.</p> <p>華語中心開設一對一課程，上課時間較彈性，但須事先報名，可否報名上華語中心的一對一課程？ We would like to suggest our foreign faculty members and staff to consider taking the one-to-one Chinese tutoring course if they want to learn Chinese. This tutoring course is already available and the course schedule is flexible. People who want to take this one-to-one course must sign up for the course at the Chinese Language Center beforehand.</p>

Competent Authority	Foreign Language Center 外語中心
Concerns & Response	<p>1. <u>Introduce An English Help Desk</u></p> <p>The Eagle Project of Foreign Languages & Literature Department is providing free “Writing Consultant” to the students and faculty members of the University. Currently, there are 30 30-minute slots per week open for the students to sign up. According to the record, about 90% of the slots were booked. However, due to budget cut, the Eagle Project may offer less than 10 slots in the coming academic year.</p> <p>The Eagle Project plans to offer English Writing classes with a maximum of 25 students per class in the coming academic year. However, the Office of Academic Affairs just informed us that due to budget cut we need to reduce the total classes by increase the class capacity to 38 students per class. In this case, we can only offer no more than three classes to the undergraduate students, and perhaps no class for the graduate students.</p> <p>The Foreign Language Center is a self-sufficient organization, and, unfortunately, is not part of the university academic system. Thus, it does not have regular teaching staff, nor budget from the university, to offer free service to the students.</p>

Open Issue

1. Professor A :

Starting from the beginning of this year, I have a foreign postdoc joining me at NCKU for 18 months. He is not paid by NCKU, rather his salary is paid by Swiss National Science Foundations. In order for him to come to NCKU to work with me, he will need to have a residence permit and for that NCKU would need to employ him formally. I started looking into last year but it turned out that, apparently, NCKU does not have an existing protocol to deal with such situations. Rather, we have to go through an employment procedure under 頂尖大學計劃 and because of this, he is only officially hired until the end of the year. What this means is that we will need to go through another round of hassles in order for him to continue his employment until the end of 18 months. To me, this sounds absolutely ridiculous! What have someone coming from overseas to work for us for free, but we are not at all ready to take advantage of such opportunities. If NCKU really wants to become an international university, something has to be done to make things easier for such opportunities in future.

2. Professor B :

Private foundations prizes for research, monographs etc. are limited for the citizens only. Could the same be done for the professors of Taiwan schools? Prize money of a foreigner could go to the school, not to the researcher/professor.

Competent Authority	Office of International Affairs 國際事務處
Concerns & Response	<p>1. <u>Clubs for Foreign Faculty</u> There are clubs for faculty in NCKU, such as basketball club, tennis club, bridge club, softball club, golf club, table tennis club and badminton club. If you are interested in joining above-mentioned clubs, please contact with Mr. Chen of Personnel Office whose extension number is 50877, and he could provide you with more detailed information.</p> <p>2. <u>English Translation of All Important (Email) Announcement</u> OIA will disseminate this request to administrative offices to ask them to make an English translation version of each of the important documents, or email everyone PDF file so that foreign faculty can copy and paste the text into Google translation.</p>

