

計畫聘任人員應繳文件說明 Required Documents for Project Personnel Appointment

身分別 separation 負責單位 Responsible unit /連絡電話 Contact number	專任助理 Project Assistant、 博士後研究員 Post-Doctoral Fellow、 專任研究人員 Researcher Fellow	兼任助理 Part-Time Assistant、 兼任研究人員 Part-time Researcher Fellow
<p style="text-align: center;">總務處出納組，黃小姐 校內分機 631 Cashier Division, Office of General Affairs Ms. Huang/ Ext. 631</p>	<p>1. 銀行存簿封面 Bankbook Cover 2. 身分證正反面 (外籍為居留證) Front and back side of ID card (ARC) 3. 扶養親屬表 Dependent relatives list</p>	<p>學習型學生兼任助理：學習型態同意書(兼任助理與計畫主持人或授課教師需簽名) Part-time Assistant: Student's Agreement to Learn as Part-Time Assistant (requires signatures from both part-time assistant and a project principal investigator/ course instructor)</p>
<p style="text-align: center;">環安中心，蔡小姐 校內分機 589-19 Occupational Safety and Health and Environmental Protection Center Ms. Tsai/ Ext. 589-19</p>	<p>1. 勞安衛教訓練證明(3年效期) Certificate of Occupational Safety and Health Education and Training(Three-year validity period) 本中心每年於8~10月辦理統一辦理全校新進人員(包含學生、教職員工等工作人員)安全衛生教育訓練之課程，若非在此時段參加之人員，本中心於平日上班時間開放報名安全衛生教育訓練-影片訓練課程，參加人員於上課及測驗合格後，由本中心核發相關之研習證明。請逕自本校研習暨演講活動報名系統報名即可； 網址：https://psfcost.nchu.edu.tw/registration SHE Center organizes unified safety and health education training courses for all new personnel(including students, faculty, staff, and other workers) annually from August to October. For those who cannot attend during this period, SHE center offers registration for safety and health education video training courses during regular working hours. After completing the course and passing the test, participants will receive a training certificate from SHE</p>	<p>1. 勞安衛教訓練證明(3年效期) Certificate of Occupational Safety and Health Education and Training(Three-year validity period) 本中心每年於8~10月辦理統一辦理全校新進人員(包含學生、教職員工等工作人員)安全衛生教育訓練之課程，若非在此時段參加之人員，本中心於平日上班時間開放報名安全衛生教育訓練-影片訓練課程，參加人員於上課及測驗合格後，由本中心核發相關之研習證明。請逕自本校研習暨演講活動報名系統報名即可； 網址：https://psfcost.nchu.edu.tw/registration SHE Center organizes unified safety and health education training courses for all new personnel(including students, faculty, staff, and other workers) annually from August to October. For those who cannot attend during this period, SHE center offers registration for safety and health education video training courses during regular working hours. After completing the course and passing the test, participants will receive a training certificate from SHE center. Please register through the NCHU Online Registration System.:</p>

	<p>center. Please register through the NCHU Online Registration System. : https://psfcost.nchu.edu.tw/registration</p> <p>2. 體檢表 Physical and Health Examination Record Form</p> <p>3. 安衛風險評估表 Safety and Health Risk Assessment Form</p>	<p>https://psfcost.nchu.edu.tw/registration</p>
<p>人事室，廖小姐 校內分機 614 Office of Personnel Ms. Liao/ Ext.614</p>	<p>1. 聘用契約書(需甲乙双方簽章) Employment contract (Requires signatures/seals from both Party A and Party B)</p> <p>2. 畢業證書 diploma</p> <p>3. 年資證明文件(按年資核定薪給者) Documents proving seniority (Salary is determined based on years of service/seniority)</p> <p>4. 識別證照片(申請製發識別證者) Photo of identification card (for those applying for issuance of identification card)</p> <p>5. 經費核定清單或預算表(按計畫經費核定標準支薪者) Approved list of funds or budget table (salary is determined according to the project budget standards)</p> <p>6. 工作許可函(外籍人士須檢附) Work permit letter (required for foreigners)</p> <p>7. 改聘約聘研究人員申請書(博士後研究員申請改聘者，首次申請改聘約聘副研究員或約聘研究員者需另檢附單位通過改聘之會議紀錄) Application for Change from Postdoctoral Research Fellow to Contract Research Fellow (For Post-Doctoral Fellow applying for job title conversion, those applying for the first time to be converted to Contract Associate Researcher Fellow or Contract Researcher Fellow must additionally submit meeting minutes showing their unit's approval of the conversion.)</p>	<p>1. 畢業證書(學生兼任助理請檢附蓋有註冊章之學生證或在學證明、講師級助理請檢附講師證、助教級助理請檢附助教證、專任人員兼任請檢附奉核之公文) Graduation certificate (Part-Time Assistant: Must submit student ID with registration stamp or enrollment certificate Instructor Rank Assistant: Must submit lecturer certificate Teaching Assistant Rank Assistant: Must submit teaching assistant certificate Full-time staff serving as assistants: Must submit approved official document)</p> <p>2. 工作許可函(以勞動型聘任之外籍學生須檢附) Work permit letter (International student hired under labor-based employment must submit)</p> <p>3. 經費核定清單或預算表(按計畫經費核定標準支薪者) Approved list of funds or budget table (salary is determined according to the project budget standard)</p>

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Academic Development
Division ,Office of
Research and
DevelopmentMs. Lu/
Ext.550-302

學術倫理修課證明 (6 小時)

依計畫主持人於學術倫理簽核結果，為參與研究計畫執行，須檢送學術倫理教育課程研習證明 (6 小時)，敬請於收到通知信起兩週內，將學術倫理教育課程研習證明影本，傳送至 vmllab@nchu.edu.tw，俾利聘任流程會辦簽核。

檔案格式限 JPG、PNG、PDF 檔。

Academic Research Ethics Education Certificate of Completion (6-hours)

According to the academic ethics approval results from the project leader, those participating in the research project must submit proof of completion of the academic ethics education course (6 hours). Please send a copy of the certificate to vmllab@nchu.edu.tw within two weeks of receiving the notification email to facilitate the appointment process.

The file formats are limited to JPG, PNG, and PDF.

修課方式：線上研習([申請說明連結](#))

教育部臺灣學術倫理教育資源中心

網址：<https://ethics.moe.edu.tw/>

Course Method: online training ([Application Instructions link](#))

Center for Taiwan Academic Research Ethics Education (AREE)

Website: <https://ethics.moe.edu.tw/>

註：薪資申報統一造冊時間為當月 10-15 日。

Note:The standardized payroll registration period is from the 10th to the 15th of each month.