

國立臺灣科技大學 專案教師 報到注意事項

Items That Require Project Teaching Faculty's Attention When Reporting for Work

National Taiwan University of Science and Technology

11207 人事室製

July 2022 by the Personnel Office

一、聘任及報到 Employment and Registration		承辦單位、人員 Offices and Persons in Charge	分機 Extension
聘 任 Employment	各系、所於當年8月1日(2月1日)前完成為原則。 In principle, all departments and graduate schools must complete the employment process before August 1st of each year.	各系(所)秘書 Department secretaries	
工作許可 Work Permit	請系(所)填寫相關表件於起聘日前送人事室函送教育部辦理,擬聘外籍教師取得工作許可後,始得辦理報到。 Each department (graduate school) must complete and deliver the necessary employment documents to the personnel office for submission to the Ministry of Education; foreign nationals can begin registration once their work permits are received.	各系(所)秘書 Department secretaries 人事室: 辛宛容 Personnel Office: Chou, Chih Wei	
報到日 Registration	以當年8月1日(2月1日)為原則。 In principle, registration is August 1st (February 1st) of each year.	人事室: 辛宛容 Personnel Office: Chou, Chih Wei	

<p>報到程序 Registration Procedure</p>	<p>填妥下列資料，至人事室辦理，再由人事室轉送各承辦單位、人員： Please fill out and submit the forms below to the Personnel Office. The Personnel Office will transfer your documents to appropriate office and staff.</p> <p>1.專案教師到職報告表(01) 1.Project Faculty Registration Form</p> <p>2.身分證（外籍人士為護照及居留證）正反面影本：影印於同一面 A4 紙，正本驗畢發還。 2.Front and back photocopies of identity documentation (passport and residence permit for foreign nationals) photocopied on the same side of A4 paper; the original will be returned upon authentication.</p> <p>3.簽契約書(05): 一式 3 份，教師本人及單位主管簽名蓋章後送人事室 3.Signed contract (05): Three copies signed by the educator and respective administrator are to be submitted to the personnel office</p> <p>4.健保加保/退保申請表(含眷屬)(03)：不申請者可不填寫。 4.Registrants not applying for NHI enrollment may skip this form. (以上 4 份資料，請於報到當日下午 4 時前送人事室，俾當日加入勞健保) (The applicant should submit the above 4 forms before 4:00 pm on registration day for NHI enrollment)</p> <p>5.學、經歷證明文件影本各一份：正本驗畢發還，學歷證明須符合所聘職級。 5.Photocopy of both degree and work experience certifications: the documentation will be returned after verification. The applicant's degree certificate should fulfill the requirements of the position.</p> <p>6.公務人員履歷表(02)：請粘貼照片，於最後一頁填妥「簡要自述」及簽章。 6.Civil servant resume (02): Please paste a photo, fill out the “Short Self-Description” on the last page, and sign.</p> <p>7.相片清冊(04)：製作教職員證用，照片背面註明姓名、單位、職稱。 7.Photography inventory (04): This form is used for the faculty and staff ID. Please specify your name, faculty, and position on the back of the photo.</p> <p>8.圖書館借書證申請表(06)：不申請者可不填寫。 8.Library card application form (06): Registrants not applying for a library card may skip this.</p> <p>9.一般體格檢查說明(07)：請於<u>到校報到前完成</u>任一家勞工體檢合格醫院體檢報告（或符合法規年限範圍內之體檢報告）影本（報到時請繳交給環安室）。 9.General Physical Examination Instruction (07): Please prepare a photocopy of the physical examination result before registration day.</p> <p>10.教職員工資訊系統英文姓名登錄步驟(09)：請按照登錄步驟操作。 10.Application for email address: Please visit Official Website/Administration/Computer Lab/Announcement/Email Address Application/ for the online application. Print the application form, submit the form to the relevant faculty supervisor for approval, and submit the form to the computer lab.</p> <p>11.主計室線上請購授權申請書(10)：請單位主管核章。 11.Application for faculty and staff university administration portal: Please visit the Home Page (in the right corner above)/University Administration Portal/Application for University Administration Portal/Online Application (or click the link below for information).</p> <p>12.電子信箱申請：至 https://email.ntust.edu.tw/ 進行申請。 12. Application for email address: Please go to the https://email.ntust.edu.tw/ to appl</p> <p>13.建立教職員工資訊系統帳號：請至 https://dss20.ntust.edu.tw/empregister/v3.aspx 進行申請。 13. Please go to the https://dss20.ntust.edu.tw/empregister/v3.aspx to apply.</p>	<p>各系（所）秘書 Department Secretaries (1-3)人事室：辛宛容 (1-3)Personnel Office: Chou,Chih Wei</p> <p>(4)人事室：韓詠安 (4)Personnel Office:Han, Yong-An</p> <p>(5-6)人事室：辛宛容 (5-6)Personnel Office: Chou,Chih Wei</p> <p>(7)人事室：辛宛容 (7)Personnel Office: Chou,Chih Wei</p> <p>(8)圖書館 (8)Library</p> <p>(9)環安室 (9)Office of Environmental Safety and Hygiene</p> <p>(10)計中 (10)Computer</p> <p>(11)主計室 (11)Account Division</p> <p>(12-13)計中 (12-13) Computer Lab</p>	
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二、報到後 After Completion of Registration		承辦單位、人員	分機
請領教師證書 (未請領教師證書者，毋須填寫) Application of Lecturing Certificate	已辦理著作外審者，請至大專教師送審通報系統網站 (http://www.schprs.edu.tw) 登打教師資格審查履歷表 (詳見人事室網站/常見問題/教師聘任/教育部教師資格審查履歷表填寫說明及注意事項)，並將繕具完成之教師資格審查履歷表書面資料 1 份及照片 2 張送人事室 Faculty members who applied for external academic review are required to access the faculty qualification resume review at the University Faculty External Review System Portal (Please see form instructions and notices at the Personnel Office Website/Q&A/Faculty Employment/Ministry of Education Faculty Qualification Resume Form), and submit one copy of the completed form along with two photos to the Personnel Office.	人事室： 辛宛容 Personnel Office: Chou, Chih Wei	
兼職限制 Restriction on other part-time jobs	教師不得兼任其他機關學校、公民營機構之工作或職務。但經本校書面同意者，得在外兼課，每週併計最多 4 小時。 Faculty are not permitted to work or teach in adjunct capacity at other institutions, schools, or public or private organizations. Those who have obtained approval from the university can teach in adjunct capacity for no more than four hours per week.	人事室： 林怡君 Personnel Office: Lin I Chun	

備註：Note:

外籍人士申請工作許可、專案人員契約書、離職手續單(教職員用)等表單，請至人事室網頁/表單下載/項下擷取。
Foreign nationals applying for work permits, faculty project contracts, or resignation (faculty use) can download the relevant forms at the Personnel Office Webpage/Download Forms.

依據職業安全衛生法第20條暨勞工健康保護規則規定，本校新進人員應於到校報到前完成體格檢查，如報到時無法繳交體檢報告影本，請於報到時繳交承諾健檢同意書，於報到後2週內補繳體檢報告表，詳請見本校新進人員一般體格檢查說明。爰此，新進人員到職前，請至勞工體檢合格醫院辦理體格檢查，並於到職日以前(含到職日當天)先至環安室(國際大樓11樓IB1121室)繳交體檢報告影本；如未能於到職日完成，亦請至環安室繳交承諾體檢報告同意書，由環安室發給體檢報告繳交證明後，始得持到職報告表至人事室辦理後續事宜(含勞保、健保加保)。

According to Article 20 of the Occupational Safety and Health Act and Labor Health Protection Act, new recruits in our school shall complete a physical examination before reporting for work at the school. If you cannot submit a photocopy of your physical examination report on time, then please submit a physical examination consent form at the time of reporting for work and schedule a physical examination to report results within 2 weeks after reporting for work. For details, please refer to the general physical examination instructions for new recruits. Therefore, before reporting for work, new staff shall visit registered hospitals for a physical examination. A copy of the physical examination report shall be submitted to the Office of Environment and Safety (room IB1121, 11th Floor, International Building) before or on the reporting-for-work date. If you cannot obtain the physical examination report on time, then you must submit a consent form for report submission to the Office of Environment and Safety. Said Office will issue a proof of receipt upon receiving the consent form. This document must be submitted to the Personnel Office with the reporting-of-work form to initiate follow-up procedures (including labor insurance and health insurance enrollment).