

# **National Central University**

## **Guidelines for the Management of Industry-Academia Collaboration and Continuing Education Personnel**

Passed by the 2<sup>nd</sup> interim Research and Development Meeting, spring semester, Academic Year 2010–11 on June 16, 2011

Approved for recordation at the 2<sup>nd</sup> University Endowment Fund Management Committee meeting of Academic Year 2010–11 on September 29, 2011

Passed by the Research and Development Meeting, spring semester, Academic Year 2011–12 on March 23, 2012

Approved for recordation at the 5<sup>th</sup> University Endowment Fund Management Committee meeting of Academic Year 2011–12 on March 29, 2012

Passed by the Research and Development Meeting, spring semester, Academic Year 2013–14 on March 6, 2014

Approved for recordation at the 4<sup>th</sup> University Endowment Fund Management Committee meeting of Academic Year 2013–14 on March 24, 2014

Passed by the Research and Development Meeting, spring semester, Academic Year 2016–17 on March 3, 2017

Approved for recordation at the 4<sup>th</sup> University Endowment Fund Management Committee meeting of Academic Year 2016–17 on March 21, 2017

Passed by the Research and Development Meeting, fall semester, Academic Year 2017–18 on September 29, 2017

Approved for recordation at the 2<sup>nd</sup> University Endowment Fund Management Committee meeting of Academic Year 2017–18 on October 25, 2017

Passed by the Research and Development Meeting, spring semester, Academic Year 2017–18 on March 1, 2018

Approved for recordation at the 4<sup>th</sup> University Endowment Fund Management Committee meeting of Academic Year 2017–18 on March 26, 2018

Passed by the Research and Development Meeting, fall semester, Academic Year 2018–19 on September 27, 2018

Approved for recordation at the 1<sup>st</sup> University Endowment Fund Management Committee meeting of Academic Year 2018–19 on October 11, 2018

Passed by the Research and Development Meeting, spring semester, Academic Year 2018–19 on March 5, 2019

Approved for recordation at the 2<sup>nd</sup> University Endowment Fund Management Committee meeting of Academic Year 2018–19 on March 11, 2019

Passed by the Research and Development Meeting, fall semester, Academic Year 2019–20 on September 18, 2019

Approved for recordation at the 1<sup>st</sup> University Endowment Fund Management Committee meeting of Academic Year 2019–20 on October 15, 2019

Passed by the Research and Development Meeting, spring semester, Academic Year 2019–20 on March 10, 2020

Approved for recordation at the 3<sup>rd</sup> University Endowment Fund Management Committee meeting of Academic Year 2019–20 on March 17, 2020

Passed by the Research and Development Meeting, spring semester, Academic Year 2020–21 on March 5, 2021

Approved for recordation at the 3<sup>rd</sup> University Endowment Fund Management Committee meeting of Academic Year 2020–21 on March 15, 2021

Passed by the 746<sup>th</sup> Administrative Meeting, Academic Year 2021–22 on February 14, 2022

Approved for recordation at the 3<sup>rd</sup> University Endowment Fund Management Committee meeting of Academic Year 2021–22 on February 22, 2022

Passed by the 768<sup>th</sup> Administrative Meeting, Academic Year 2022–23 on March 20, 2023

Passed by the 772<sup>nd</sup> Administrative Meeting, Academic Year 2022–23 on May 22, 2023

Approved for recordation at the 3<sup>rd</sup> University Endowment Fund Management Committee meeting of Academic Year 2022–23 on June 9, 2023

**Article 1** National Central University (hereinafter, NCU or “the University”) has formulated the following guidelines in accordance with the University’s Regulations Governing the Implementation of Industry-Academia Collaboration and Continuing Education Programs to facilitate the management of project personnel working in industry-academia collaborations and continuing education programs and enhance their work efficiency. Matters unaddressed herein shall be subject to the applicable laws and regulations.

**Article 2** The term “industry-academia collaboration and continuing education program personnel” (“program personnel”) refers to personnel hired under a project commissioned by the National Science and Technology Council, a government agency, legal person, state enterprise, or private business; hired under a project or continuing education course

organized by the University; or funded under the University's surplus budget or management fees. Such personnel may include postdoctoral researchers, full-time employees (project-based personnel and administrative personnel in charge of university-wide affairs), graduate student assistants, part-time researchers, temporary workers, and student workers.

The hiring of postdoctoral researchers and full-time employees with a unit's surplus budget or management fees shall require the minutes of the competent meeting which approved the hiring decision.

The employment relationship between the University and program personnel shall terminate upon conclusion of the associated project.

#### Article 3 Hiring process

The hiring of program personnel shall require approval by the University in accordance with internal administrative procedures. Requests to hire postdoctoral researchers and full-time employees shall be submitted at least five business days in advance and shall be processed at least by the day before the appointment date; the same shall apply to contract renewals. Program personnel shall sign an employment contract with the University, a photocopy of which shall be uploaded to the University's human resources system by the competent unit and principal investigator.

Graduate student assistants shall participate in learning activities in accordance with the Ministry of Education's Guiding Principles for the Protection of Student Assistants at Higher Education Institutions

#### Article 4 Nepotism clause

Spouses or relatives within the third degree of kinship to the principal investigator or the head of the project execution unit, whether by blood or by marriage, may not be hired as project personnel.

Current program personnel who meet the preceding description due to a change in leadership shall be recused at time of contract renewal. Program personnel shall sign an affidavit verifying their compliance with this clause. Those who violate the preceding paragraph shall be terminated by the University immediately and shall return all salary and remuneration received.

#### Article 5 Eligibility

Any applicable government regulations or collaboration agreements shall prevail. In the event that no governing regulations are in effect, the following criteria shall apply:

1. Postdoctoral researchers: Those who have obtained a doctoral degree at a domestic public university, registered private university/college, or Ministry of Education-recognized foreign university/college, and who show great potential for independent research
2. Full-time employees: Those who possess the necessary degree and experience and who can work in a full-time capacity on research projects, administrative tasks, technology matchmaking and promotion, entrepreneurship and innovation services, or instrument operation/maintenance/design/development

3. Graduate student assistants: Those who wish to participate in learning-oriented research tasks without receiving remuneration or establishing an employment relationship with the University or the academic supervisor
4. Part-time researchers: Those who work as paid employees of the University in a part-time capacity and who must follow the orders of the University
  - 1) NCU and non-NCU students: Currently enrolled undergraduate students, master's degree students, and doctoral students whose field of study aligns with that of the project they are employed for
  - 2) NCU and non-NCU lecturers and teaching assistants: Lecturers, teaching assistants, and personnel of similar rank whose expertise is required by the project they are employed for
  - 3) Non-NCU project personnel: Researchers who hold a full-time position outside of the University but are hired on a part-time basis to address project needs
5. Temporary workers: Currently enrolled NCU and non-NCU students or non-NCU personnel hired on a part-time basis to address temporary/unexpected project needs.
6. Student workers: Currently enrolled NCU and non-NCU students who receive an hourly wage for providing part-time services to the University

Postdoctoral researchers and full-time employees with a degree conferred by a foreign institution shall produce the necessary supporting documents at the time of appointment. The hiring of foreign nationals as program personnel must comply with the applicable provisions set forth under the *Employment Service Act*.

A person may not concurrently serve in two different capacities for the same project.

Principal investigators shall be held legally liable for any harm caused to the University or an employee if they violate any of the hiring procedures stipulated herein.

#### Article 6 Remuneration standards

Any applicable government regulations or collaboration agreements shall prevail. However, if the remuneration to be paid to a program employee exceeds the maximum remuneration set forth under Paragraph 2 herein, the project contract (and other supporting documents) indicating the employee's job title and remuneration as well as the number of program employees in the project shall be submitted for an appointment review.

For industry-academia collaboration and continuing education programs without a predetermined remuneration standard, the following provisions shall apply:

1. Postdoctoral researchers: The NCU Postdoctoral Researcher Teaching and Research Fee Schedule (Appendix I) shall apply.
2. Full-time employees:
  - 1) The NCU Full-Time Personnel Remuneration Schedule (Appendix II) and NCU Full-Time Personnel Additional Pay Schedule (Appendix III) shall apply. If the candidate to be hired is an expert in a highly specialize field who cannot be remunerated in accordance with Appendix II, the hiring unit may refer the case to a committee specified by the project contract for review and approval. The minutes

of the committee's meeting shall be submitted for special approval, and if the remuneration is approved, no other additional pay may be granted.

- 2) Full-time employees who previously worked in a similar capacity with a comparable rank/paygrade at a school, government agency/institution, or domestic or foreign civil association/foundation may be promoted by one paygrade for every year of service (up to five years of service may be counted). The principal investigator shall verify candidates' seniority and fill in the applicable remuneration levels on the University's human resources system. Those who fail to request the inclusion of their prior years of service at the time of appointment may do so through the principal investigator when their contract is up for renewal.
  - 3) Principal investigators who wish to grant full-time employees additional pay in recognition of their professional competencies or work performance shall also indicate the applicable additional pay on the University's human resources system.
  - 4) Principal investigators may negotiate a lower remuneration level with full-time employees due to objective factors.
  - 5) The remuneration of administrative assistants in charge of university-wide affairs or university administration work shall be subject to the provisions governing administrators under the University's *Contract Personnel Management Guidelines*. Furthermore, for better control of personnel expenses, substitutes for all types of positions shall be assigned the lowest paygrade offered for their rank without consideration of prior years of service, and they shall be ineligible for yearly pay raises. Units with special hiring needs shall obtain the prior signed approval of the NCU President.
  - 6) Unless otherwise stipulated by the sponsoring or commissioning agency, full-time faculty members who remain on the University's payroll on December 1 of each year shall be eligible for a year-end bonus up to 1.5 times the amount of their monthly remuneration in accordance with *Guidelines for the Issuance of Year-End Bonuses for Military, Civil Service, and Education Personnel*. However, principal investigators may choose to withhold year-end bonuses due to objective factors.
  - 7) The hiring of retired military, civil service, and education personnel as full-time employees shall be handled in accordance with the applicable regulations.
  - 8) For temporary workers hired to address extraordinary circumstances, remuneration shall be issued following a special signed approval.
3. Graduate student assistants: The NCU Graduate Student Assistant and Part-Time Researcher Remuneration Schedule (Appendix IV) shall apply. In special circumstances, the NCU Graduate Student Assistant and Part-Time Researcher Remuneration Application Form (Appendix V) shall be filled out.
4. Part-time researchers:
- 1) NCU students, lecturers, and teaching assistants: The NCU Graduate Student Assistant and Part-Time Researcher Remuneration Schedule (Appendix IV) shall apply. In special circumstances, the NCU Graduate Student Assistant and Part-Time

Researcher Remuneration Application Form (Appendix V) shall be filled out.

2) Non-NCU personnel: In principle, no more than NT\$20, 000

5. Temporary workers: Temporary workers shall be entitled to an hourly or daily wage based on the number of hours and days of work rendered. The hourly rate may not be lower than the government-mandated minimum hourly wage, and the maximum daily rate may not exceed 12 times the government-mandated minimum hourly wage. Special approval must be obtained in order to adjust the daily rate in the event of extraordinary circumstances.

6. Student workers: The NCU *Student Worker Regulations* shall apply.

Principal investigators who tabulate full-time employees' salaries themselves shall provide program personnel with itemized pay slips on a regular basis, which shall include details such as total remuneration, average hourly rate on weekdays, overtime hours and pay on weekdays, overtime hours and pay on holidays, days of paid-time off, labor/health insurance premiums, and other government-mandated information.

#### Article 7 Reporting for duty

Pursuant to NCU regulations, postdoctoral researchers and full-time employees shall submit the necessary forms/documents specified by the University and report for duty on the initial appointment date in order to complete the appointment process.

#### Article 8 Rights

Postdoctoral researchers and full-time employees shall enjoy the following rights pursuant to NCU regulations:

1. A service ID
2. Health and medical services
3. With the permission of their principal investigator, participation in employee entertainment activities paid for by each unit or program; for units and programs with no such budgets, a participation fee may be assessed
4. Use of shared facilities such as the Library and the Computer Center in accordance with the applicable usage regulations
5. Application for on-campus vehicle/scooter parking permit

#### Article 9 Obligations

Program personnel may not use or disclose research data or results from the project they are involved in without the permission of the principal investigator. Those who violate this article for unlawful personal gain are punishable by law. Unless otherwise stipulated in an applicable law or agreement, all intellectual property rights produced under a project shall belong solely to the University.

Program personnel shall follow their principal investigator's orders and shall abide by all applicable NCU regulations. Those who are unable to fulfill their duties or who violate their employment contract may be subject to immediate termination by the principal investigator or the University.

#### Article 10 Part-time teaching and work engagements

Postdoctoral researchers may seek part-time teaching engagements on campus and/or part-time teaching/work engagements off campus with the permission of their principal investigator. The University's *Guidelines Governing Faculty Members' Part-Time Off-Campus Teaching and Work Engagements* shall apply.

#### Article 11 Attendance

1. Postdoctoral researchers: Postdoctoral researchers shall be managed directly by their principal investigator and are not required to sign into or out of work.
2. Full-time employees:
  - 1) Full-time employees shall swipe in and out of work with their Service ID and must obtain the permission of their principal investigator before taking leave or going off campus. Those who are required to work off campus for an extended period of time due to project needs shall maintain attendance records on paper. All full-time employees shall fill out leave requests, attendance record correction forms, overtime pay requests, and 4-week flexible shift schedules as necessary. The original copies of the aforementioned forms, including the original copies of sign-in/sign-out records, shall be retained by principal investigator for a period of at least five years, during which they shall be made available for audits by the competent authority. Principal investigators shall be responsible for tabulating full-time employees' days of leave in the event that such employees are required to return portions of their remuneration as a result of their time off work.

The attendance of administrative assistants in charge of university-wide affairs or university administration tasks shall be subject to the NCU *Contract Personnel Work Rules*.
  - 2) Overtime work is only allowed with the permission of the principal investigator based on actual project needs. Prior application is required.
    - a. Program personnel may choose to be compensated for overtime work with either compensatory time off or overtime pay. Overtime pay is only available as an option if expressly allowed in the associated industry-academia collaboration agreement (or the proposal attached to the agreement) and if the budget is sufficient. In extraordinary circumstances, however, principal investigators may raise their own funds to cover overtime pay upon special approval.
    - b. Compensatory time off must be taken prior to the conclusion of the project or the employment contract, whichever comes first.
    - c. The standards for overtime pay shall be subject to the *Labor Standards Act*.
  - 3) Full-time employees must swipe in and out of work personally at the designated time. They may not swipe in or out for others or ask others to swipe in or out for them. Those arriving after or leaving before the designated time must complete the necessary leave request procedures, or they will be recorded as absent without cause.
3. Other program personnel shall follow the directions of their principal investigator and shall comply with the following rules:
  - 1) Part-time researchers, temporary workers, and student workers shall follow the

work hours stipulated in their employment contract and shall sign in and out of work on the University's human resources system. Their work time shall be recorded in hourly increments. Any periods of time shorter than an hour shall be disregarded.

- 2) Graduate student assistants shall maintain a daily work log as proof of their participation in the project.

#### Article 12 Leave

1. Postdoctoral researchers: With the exception of provisions related to consolation leave and unused consolation leave compensation, the *Regulations on Special Leave for Employees of the Executive Yuan and Subordinated Agencies* shall apply.
2. Full-time employees: The *Labor Standards Act*, *Regulations of Leave-Taking of Workers*, and *Gender Equality in Employment Act* shall apply.
3. Part-time researchers, temporary workers, and student workers: The *Notices for Hiring Part-Time Laborers* shall apply.

Program personnel shall negotiate with their principal investigator to arrange their annual leave. All annual leave shall be used by the end of the calendar year or the conclusion of the employment contract, whichever comes first. However, personnel whose contract is renewed may negotiate with their principal investigator to extend the deadline to the next calendar year or the next term of appointment.

To take annual leave, employees shall fill out a leave request indicating the number of days on leave and the reason(s) for the leave, and they may only leave their post or take time off from work once the leave request is approved. In the event of an acute illness or emergency, employees may ask a colleague to submit a leave request on their behalf. Principal investigators may ask employees to submit supporting documents when reviewing a leave request.

Employees who fail to appear at work without notice, who leave their post without completing the leave request process, who fail to return to work after their vacation is over, or who request leave on fraudulent grounds shall be recorded as absent without cause.

The total number of personal leave and general sick days per year shall be calculated separately in accordance with the *NCU Contract Personnel Work Rules*.

With the permission of the principal investigator, program personnel may be entitled to summer/winter vacation compensatory in accordance with the *NCU Guidelines Governing Attendance Records for Staff Members*.

#### Article 13 Resignation

The mandatory resignation notice period set forth in the *Labor Standards Act* shall apply to postdoctoral researchers and full-time employees who wish to resign from their post prior to the conclusion of their appointment.

Principal investigators shall notify postdoctoral researchers and full-time employees of the termination of their contract in the event that they are unable to continue their employment due to an inability to perform their duties or due to the occurrence of a natural

disaster or force majeure event (such as early termination of a project). Such personnel shall be reported to the Taoyuan City Government 10 days before their contract termination.

Employees described in the preceding two paragraphs shall complete the handover process in accordance with University regulations and shall terminate their labor/health insurance coverage at the University on the contract expiry or termination date. The termination procedures set forth in the *NCU Contract Employee Work Rules* shall apply. The University shall issue a certificate of service once the termination procedures are completed.

Principal investigators shall be responsible for any damages involving University assets, funds, intellectual property rights, or technology transfers due to an employee's failure to complete the handover process satisfactorily or for any other reason. Violations shall be subject to the applicable laws and regulations depending on the seriousness of the offense. The costs associated with insurance premiums for program personnel who are enrolled in labor/health insurance at the University but whose premium payments cannot be processed; who fail to terminate their coverage at the University by the contract expiry date; who hand in an early resignation; or who fail to complete the resignation process following the early termination of a project shall be paid by the insured or the principal investigator. The University may withhold unpaid insurance premiums from principal investigators' project budget surpluses.

Article 14 University-level research centers may establish their own set of management guidelines for hiring program personnel with their self-raised funds. Such guidelines shall be implemented upon review by a center affairs meeting, approval by the Research and Development Meeting, and recordation by the University Endowment Fund Management Committee. For personnel employed under a project that is neither an industry-academia collaboration project nor a continuing education program, other applicable laws and regulations shall take precedence. Otherwise, the provisions herein shall apply.

Article 15 These Guidelines and any amendments made hereto shall be implemented upon passage by the Administrative Meeting and the approval and recordation of the University Endowment Fund Management Committee.



**National Central University****Postdoctoral Researcher Teaching and Research Fee Schedule**

<b>Pay Grade</b>	<b>Teaching and Research Fees</b>
11	82,750
10	80,540
9	78,335
8	76,130
7	73,920
6	71,715
5	69,510
4	67,300
3	65,095
2	62,885
1	60,680

This table is provided as a reference only. Principal investigators may adjust postdoctoral researchers' salaries based on their qualifications.

**National Central University**  
**Full-Time Personnel Remuneration Schedule**

Unit: NT\$ per month

Pay Grade/Rank	Doctoral degree holders	Master's degree holders	Baccalaureate degree holders	No college degree
16			49,125	
15	74,990		47,405	
14	73,265		45,680	
13	71,540	54,295	43,955	
12	69,815	52,575	43,095	
11	68,090	50,850	42,230	37,920
10	66,365	49,125	41,370	37,060
09	64,640	47,405	40,510	36,200
08	62,915	45,680	39,645	35,335
07	61,190	43,955	38,785	34,475
06	59,470	43,095	37,920	33,615
05	57,745	42,230	37,060	32,750
04	56,020	41,370	36,200	31,890
03	54,295	40,510	35,335	31,030
02	52,575	39,645	34,475	30,165
01	50,850	38,785	33,800	29,305

1. New employees shall be assigned to Paygrade 1 in their first year of service and be promoted to the next paygrade after every year of service. Paygrade adjustments may also be made in the circumstances listed below.
2. Full-time employees who previously worked in a similar capacity with a comparable rank/paygrade at a school, government agency/institution, or domestic or foreign civil association/foundation may be promoted to by one paygrade for every year of service (up to five years of service may be counted).
3. Full-time program personnel's remuneration shall be processed in accordance with the applicable government regulations or collaboration agreements. In the absence of such regulations/agreements, principal investigators may, at the time of initial appointment or contract renewal, adjust an employee's paygrade within the range of +/-5 grades based on their educational background, work experience, and professional competency. (Examples: A newly appointed master's degree-holding full-time employee may be assigned to Paygrades 1-5 at the time of appointment, Paygrades 3-7 after two full years of service, and Paygrades 6-10 after five full years of service, etc.; a full-time employee with five years of prior service experience at another institution may be assigned to Paygrades 6-10 by the principal investigator at the time of appointment.)
4. Principal investigators may negotiate a lower remuneration level with full-time employees due to objective factors
5. Full-time employees with only a junior college (two- or three-year college) degree hired prior to the October 25, 2017 amendment of these guidelines may continue to be remunerated under the baccalaureate rank with the permission of the principal investigator, provided that there are sufficient project funds to cover the difference.
6. Pursuant to Ke-Hui-Zong-Zi No. 1110048674 issued by the Ministry of Science and Technology on July 28, 2022, the remuneration for baccalaureate-level employees with no prior experience (Baccalaureate Paygrade 1) shall be no

less than NT\$33,800 per month in accordance with Article 4 of the amended *Guidelines for Hiring Researchers for Research Projects Sponsored by the National Science and Technology Committee*.

## National Central University

### Additional Pay Schedule for Full-Time Personnel

Type	Professional Skills Pay	Unusual Working Hours Pay
<b>Amount</b>	NT\$1, 000 – 5, 000 per month	NT\$ 500 – 3, 000 per month
<b>Description</b>	Principal investigators may issue professional skills pay to full-time employees with extraordinary talent, abilities, or skills that are conducive to the project in question, provided that there are sufficient funds in the project's budget.	Principal investigators may issue unusual working hours pay to employees who have to work rotating shifts, or who have to collect data or make field observations in remote areas based on the available funds on hand.
<b>Notes</b>	1. Principal investigators who wish to grant full-time employees additional pay in recognition of their professional competencies or work performance shall also indicate the applicable additional pay on the University's human resources system. 2. Full-time personnel may simultaneously qualify for both types of additional pay.	

## National Central University

### Graduate Student Assistant and Part-Time Researcher Remuneration Schedule

Unit: NT\$ per month

Doctoral students		Master's degree students	Undergraduate students	Lecturers	Teaching assistants
Doctoral degree candidates	Others				

Up to 51, 000	Up to 42, 000	Up to 20, 000	Up to 12, 000	10, 000	7, 000
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- Notes: 1. The numbers indicated in the table above reflect the monthly remuneration standards for graduate student assistants and part-time research personnel.
2. Please fill out Appendix V for any deviations from the standard due to extraordinary circumstances.

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### Graduate Student Assistant and Part-Time Researcher Remuneration Application Form

<b>Name</b>		<b>School/ Department</b>	
<b>Sources of funds (Budget No.)</b>		<b>Project execution unit</b>	
<b>Project name</b>			
<b>Project duration</b>	From ___/___/___ to ___/___/___ (mm/dd/yyyy) Approved extension deadline ___/___/___ (mm/dd/yyyy) (Approval document No. _____)		
<b>Type</b>	<input type="checkbox"/> Graduate student assistant <input type="checkbox"/> Part-time researcher		
<b>Employment/learning period</b>	<b>Qualifications / Budget</b>		
From ___/___/___ to ___/___/___ (mm/dd/yyyy)	<input type="checkbox"/> Doctoral researcher: <input type="checkbox"/> Doctoral candidate: NT\$ <input type="checkbox"/> Other: NT\$ <input type="checkbox"/> Master's: NT\$ <input type="checkbox"/> Undergraduate: NT\$ <input type="checkbox"/> Lecturer: NT\$ <input type="checkbox"/> Teaching assistant: NT\$		
From ___/___/___ to ___/___/___ (mm/dd/yyyy)	<input type="checkbox"/> Doctoral researcher: <input type="checkbox"/> Doctoral candidate: NT\$ <input type="checkbox"/> Other: NT\$ <input type="checkbox"/> Master's: NT\$ <input type="checkbox"/> Undergraduate: NT\$ <input type="checkbox"/> Lecturer: NT\$ <input type="checkbox"/> Teaching assistant: NT\$		
From ___/___/___ to ___/___/___ (mm/dd/yyyy)	<input type="checkbox"/> Doctoral researcher: <input type="checkbox"/> Doctoral candidate: NT\$ <input type="checkbox"/> Other: NT\$ <input type="checkbox"/> Master's: NT\$ <input type="checkbox"/> Undergraduate: NT\$ <input type="checkbox"/> Lecturer: NT\$ <input type="checkbox"/> Teaching assistant: NT\$		
<b>Explanations</b>			
<b>Principal investigator</b>	<b>Department chair</b>	<b>College dean (Center director)</b>	<b>Office of Research and Development (Final approval)</b>

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Notes: 1. The remuneration standards for graduate student assistants and part-time researchers are subject to the NCU Graduate Student Assistant and Part-Time Researcher Remuneration Schedule. This form is required in the event of any deviations from said schedule due to unusual circumstances. Once approval is granted, please continue with the hiring procedures on the University's human resources system.

2. It may take up to five days for the system to process an application. Therefore, as an example, the application for a graduate student assistant who is expected to start on August 1 must be submitted by July 26.