國立臺灣師範大學 博士後研究 研究學者 聘任申請書

National Taiwan Normal University Appointment Application Form for Postdoctoral Research Fellow and Research Scholar

申請日期:　　年　月　日 Date of Application: MM/DD/YYYY

姓　　名 Name		職　稱 Job Title	☐博士後研究　☐研究學者 ☐Postdoctorate ☐Researcher
產學合作機構 Industry-Academia Collaboration Institution	☐國家科學及技術委員會　☐其他(請敘明) Others (Please specify)		
計畫名稱 Project Name			
聘任期間 Appointment Period	自民國___年__月__日至__年__月__日止 DD/MM/YYYY to DD/MM/YYYY		
教學研究費 Teaching & Research Remuneration	新臺幣_____元/月 NT$ _____ per month		
實際到職日 Actual Onboarding Date			

聘任類別 Appointment	☐新聘 Newly Appointed	檢附資料 Attach	☐ 延攬「博士後研究」教學研究費申請表(非經產學合作機構核定人員者皆須檢附)Application Form for Postdoctoral Researcher Teaching and Research Remuneration (required for those not approved by Industry-Academia collaboration institutions) ☐ 人事資料表、學歷證明文件(新聘者始須檢附)Office of Human Resources Information Form, proof of academic degrees (must be attached when newly-appointed) ☐ 2吋照片1張(新聘者須檢附俾製發服務證，背面註明中英文姓名) One 2-inch photo (for newly appointed researcher's ID
	☐續聘 Reappointed		

The English version is provided for reference only.
The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

Type		ed Information	card use; write Chinese and English names behind) ☐ 計畫核定清單 Project Approval List ☐本校產學合作計畫博士後研究契約書1式2份 2 copies of NTNU Contract for Postdoctoral Researchers of Industry-Academia Collaboration Projects

承辦人 personnel in-charge	聯絡電話： Contact Phone No. ：	計畫主持人 Principal Investigator	
系所主管 Department/Institute Supervisor		院　長 Dean	
研發處 office of research and development /高教深耕辦公室 Higher Education Sprout Project Office		總務處 Office of general affairs	
人事室 Ooffice of Human Resources		主計室 Office of Accounting	
學生事務處健康中心 Office of Student Affairs Health	□繳交新進教職員工一般體格檢查紀錄表: http://health.sa.ntnu.edu.tw/files/13-1005-1911.php 下載空白紀錄表，如有問題請洽健康中心(分機3111) □Submit the New Employee Physical Examination Record Form: http://health.sa.ntnu.edu.tw/files/13-1005-1911.php Download the blank form, if you have any questions, please contact the Health Center (ext. 3111)	環境安全衛生中心(校本部樂智樓1樓監控室) Environmental and Public Safety	□繳交職業安全衛生教育訓練紀錄表：新聘或變更工作者至網址： https://www.eshc.ntnu.edu.tw/Education_Training_index.aspx 下載空白紀錄表、填表說明，如有問題請洽環安衛中心(分機6504) Submit the Occupational Safety and Health Education Training Record Form: for new hires or job changes, please access to the website (https://www.eshc.ntnu.edu.tw/Education_Training_index.aspx) to download the blank form and instructions for filling in the form. If you have any questions, please contact the Environmental Safety and Health Center (ext. 6504)

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Center		Center(Monitoring room, 1st floor, Yaojhih Building, Main Campus)	
副 校 長 Executive Vice-President		校長決行 President’s Approval	

註：
Notes：

一、新進人員，應於14個工作天前提出聘任申請並檢附相關證明文件，循行政程序簽報核准後，自勞保生效日起起聘。
New recruits shall apply for appointment 14 working days in advance and attach relevant supporting documents. After signing and approving in accordance with administrative procedures, the appointment commences from the effective date of the labor insurance.

二、新進人員如為外籍人士，請於每月辦理薪資核銷作業時，提繳公、自提離職儲金。
If the new recruits are foreigners, please contribute the public and self-raised separation funds when handling the monthly remuneration reimbursement.

三、奉核後請完成簽約用印手續後，再影印全案送人事室俾辦理發聘事宜。
After approval, please complete the procedures for signing the contract with official seal, and then copy the entire case and forward to the Office of Human Resources Office to handle the appointment.