NTNU Management Guidelines for Industry-Academia Collaboration Project Assistants

國立臺灣師範大學產學合作計畫助理人員管理要點

Amended and approved by the 7th Joint Academic and Administrative Supervisors Meeting in the Academic Year 2019 on December 18, 2019.

1. National Taiwan Normal University (hereinafter referred to as "NTNU" or "the University"), in order to provide sound management of assistants employed for Industry-Academia collaboration projects, has established these *Guidelines* in accordance with the *NTNU Enforcement Regulations for Industry-Academia Collaboration Projects* 國立臺灣師範大學產學合作實施辦法 and other relevant regulations.

2. The management of the University's Industry-Academia collaboration project assistants shall be governed by the provisions of these *Guidelines* unless otherwise stipulated by a particular industry-academia collaboration institution (e.g., Ministry of Science and Technology).

3. Assistants mentioned in these Guidelines refer to personnel engaged in the research work carried out under Industry-Academia collaboration projects, including full-time assistants, "employed" part-time assistants, and temporary workers.

4. Assistants shall be appointed by the Principal Investigator of each Industry-Academia collaboration project after approval pursuant to administrative procedures. In particular, the Principal Investigator shall, based on actual needs and the approved budget for personnel costs, fill out an appointment application form and draw up a contract with relevant supporting documents attached, and submit the application for prior review and approval.

5. Qualifications for assistants to be employed:

(1) "Full-time assistants" refer to those who meet the educational attainment level and job grade within the scope required by the Industry-Academia collaboration institution, who do not have a full-time job, and are eligible for employment. Notwithstanding, NTNU students currently studying at the School of Continuing Education or pursuing a master's or doctoral degree may also be employed with the President's signed approval through administrative procedures. Newly-employed full-time assistants shall first be given a three-month probationary period. Upon completion of said period and after passing the Principal Investigator's (or unit supervisor) assessment, they may be officially appointed. However, in cases where they fail the assessment, their contracts shall be terminated upon approval by the President.

(2) "Part-time assistants" refer to those who meet the educational attainment level and job grade within the scope required by the Industry-Academia collaboration institution and are able to work on a part-time basis. They shall be classified into the following three levels.

(a) Lecturers and teaching assistants: Lecturers, teaching assistants, or equivalent-level staff and contract staff in a field related to the project

and are indeed necessary for the project's completion. (b) Graduate-student assistants: Ph.D. or M.A. students in a field related to the project. (c) Undergraduate students: University or Junior College students in a field related to the project.
(3) "Temporary workers" refer to those who are temporarily employed by meeting the criteria required by the Industry-Academia collaboration institution. The spouses of the head of the institution, the Principal Investigator or Joint Investigator, and the supervisor of the unit to which they belong, or anyone with whom they share a third-degree relationship or higher by consanguinity or in-law relations, shall be excluded from said appointment.
6. All assistants shall be assigned to work by the Principal Investigator and shall comply with all regulations of the University. Should one fail to provide satisfactory performance or violate contract provisions, the Principal Investigator may terminate his/her contract or deny renewal of their employment in accordance with the *Labor Standards Act* and other relevant regulations, and shall handle subsequent matters regarding their protected rights. The Principal Investigator shall supervise and evaluate their performance, designate working hours and locations, and enter into a labor contract with the assistants. A contract shall be separately drawn up.
7. Terms of remuneration and payment: (1) Full-time assistants: (a) Full-time assistants shall be paid in accordance with the *NTNU Standard Pay Scale for Full-time Assistants Engaging in Industry-Academia Collaboration Projects* (See Attachment 1) 國立臺灣師範大學產學合作計畫專任助理人員工作酬金支給標準表. However, in the event that a subsidizing organization has specified their remuneration and has agreed to defray the personnel costs, their remuneration shall not be governed by said Standard Pay Scale. In that case, the minimum wage prescribed by the Ministry of Labor shall be the lower limit of their salary. (b) The accrued service years of any full-time paid jobs acquired by the assistant before he/she joins in the project may be included in the calculation of his/her salary. The accumulated service years shall be determined by the Principal Investigator.
(2) Part-time assistants shall be paid in accordance with the *NTNU Standard Wage Scale for Part-time Assistants Engaging in Industry-Research Collaboration Projects* (See Attachment 2) 國立臺灣師範大學產學合作計畫兼任助理費用支給標準表. However, in the event that the wage scale has been specified, or any of its special-case adjustments has been approved by the Industry-Academia collaboration institution, the specified/adjusted wage scale shall prevail.
(3) Temporary workers shall be paid the minimum wage announced by the Ministry of Labor, unless otherwise stipulated by the Industry-

Academia collaboration institution.
8. Regarding personnel budget for research assistants, their year-end bonus scale may be specified in line with the standards set forth in the *Directions Governing Year-end Bonuses for Government Employees* 軍公教人員年終工作獎金發給注意事項 promulgated by the Executive Yuan.
9. The Principal Investigator or the employing unit shall provide insurance and contribute to the labor pensions of the assistants in accordance with the *Labor Insurance Act*, the *National Health Insurance Act*, the *Labor Pension Act*, etc. The portion to be borne by the Principal Investigator or the employing unit shall be funded by the project *per se* or their relevant sources of fund.
10. Rules governing part-time jobs taken by assistants: (1) During their term of appointment, full-time assistants shall not take up part-time jobs or teach classes on and off campus during working hours. However, where the Principal Investigator or the employing unit has reviewed and confirmed that the part-time jobs do comply with relevant regulations stipulated by the Industry-Academia collaboration institution and with prior approval by the President through administrative procedures, they may be allowed to work as a part-time assistant or a temporary worker engaging in no more than two projects (their original project excluded) during non-working hours. In addition, the Principal Investigator or the employing unit shall clearly state that the part-time jobs to be taken “do not interfere with their own duties in any possible manner," "the number of part-time jobs to be taken and the corresponding renumeration do not exceed the limits stipulated in the regulations of the Industry-Academia collaboration institution (e.g. Ministry of Education)", and "with the consent of the Principal Investigator or the Joint Investigator of the research project where assistants work on a full-time or part-time basis.” Said part-time job incomes in total shall not exceed NT$10,000 per month.
(2) Should any assistant intend to take up any other part-time jobs or teach classes during non-working-hours, they shall obtain prior approval from the President through administrative procedures. (3) The working hours of an assistant’s main job and those of a part-time jobs shall not overlap.
11. Full-time assistants may undertake further studies while on the job with signed prior approval by the President through administrative procedures, but no financial assistance shall be provided. The maximum number of hours for said studies during office time shall be limited to eight per week, and to be reported as special or personal leave.
12. When an assistant's appointment expires or when he/she intends to resign before the expiry, he/she shall, in accordance with relevant regulations, fill out a resignation application form, complete job handover, withdraw from his/her insurance plans, process the necessary paperwork, and return all relevant identification documents at least two weeks in advance. No assistant shall be allowed to leave office until

all procedures set forth herein have been completed and approved. In addition, he/she shall transfer his/her labor and health insurances and labor pension in accordance with relevant regulations; all derivative expenses arising from failure to do so shall be borne by the assistant.
13. Where the Principal Investigator or the employing unit fail to properly manage the appointment, insurance, retirement, remuneration, staff leave, overtime work, or other administrative matters concerning the assistants, thereby resulting in costs, fines, or un-reimbursable and unrecoverable expenses, the assistant, the Principal Investigator, the employing unit, or the teacher shall, if such expenses are attributable to any of them, bear said expenses accordingly.
14. All materials collected and any outcomes obtained through the research projects by the assistants shall not be arbitrarily utilized or made public without the consent of the Principal Investigator. In such cases where unlawful benefits are involved, said assistants shall be legally dealt with in accordance with relevant regulations.
15. Matters not covered in these Guidelines shall be handled in accordance with the *Directions Governing Manpower Appointment for Research Projects Granted by the National Science and Technology Council* 國家科學及技術委員會補助專題研究計畫研究人力約用注意事項, *Guiding Principles for Protecting the Rights and Interests of Students Receiving Scholarships and Grants Provided by Junior Colleges, Colleges, and Universities* 專科以上學校獎助生權益保障指導原則, *Guiding Principles for Protecting the Labor Rights and Interests of Part-time Assistants Employed by Junior Colleges, Colleges, and Universities* 專科以上學校兼任助理勞動權益保障指導原則, and relevant regulations of the University.
16. These *Guidelines* shall be implemented upon approval by the University's Academic Supervisors Meeting. The same shall apply in the case of amendments.