National Taiwan Normal University
Standard Operating Procedures

Title: Postdoctoral Research Fellow Recruitment and Resignations	Doc No.: J111
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Postdoctoral Research Fellow Recruitment

I. Legal Basis

1. *Guidelines for the Recruitment of Visiting Science and Technology Personnel with Subsidies from the Ministry of Science and Technology*
2. NTNU *Regulations Governing Industry-Academia Collaborations*

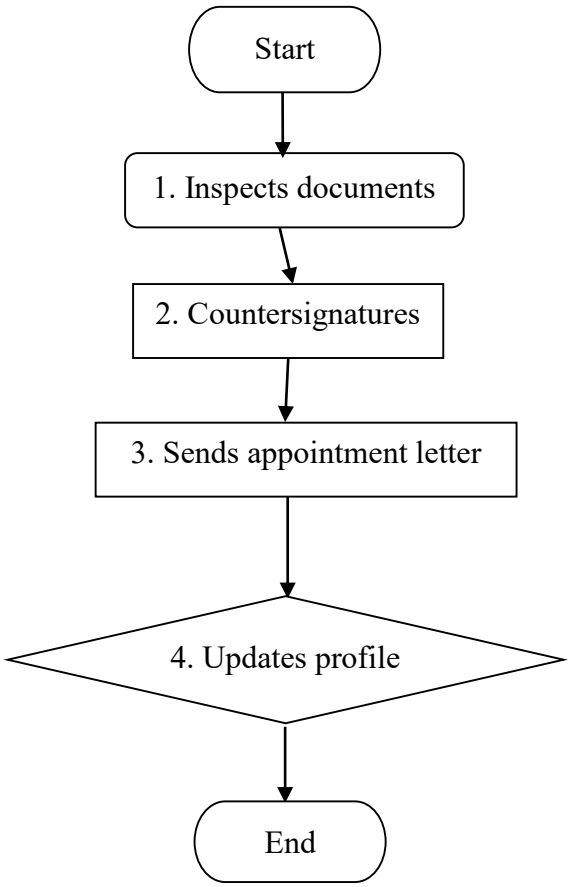
II. Scope:

Postdoctoral Research Fellows of NTNU Industry-Academia Collaboration Projects

III. Process (including schedule and matters of attention)

1. Upon receipt of approval from the National Science and Technology Council (NSTC) (or the approved budget list of other Industry-Academia Collaboration institutions), the hiring unit (Principal Investigator/Director) shall check and submit the following documents to the Office of Research and Development/Higher Education SPROUT Project Office, Office of General Affairs, Office of Human Resources, and Office of Accounting for countersigning:
   1. National Science and Technology Council (NSTC) Projects:
      (1) NSTC Letter of Approval
      (2) NTNU Visiting Science and Technology Personnel Recruitment Contract (NSTC Project)
      (3) PhD Diploma (for new hires)
      (4) Labor and National Health Insurance Coverage Application (for new hires)
      (5) NTNU Postdoctoral Research Personal Information Sheet (for new hires)
   2. Non-NSTC Project:
      (1) Industry-Academia Collaboration Project Grant Form
      (2) NTNU Postdoctoral Research Recruitment Application
      (3) NTNU Teaching and Research Expenditure for the Recruitment of Postdoctoral Research Fellows
      (4) NTNU Postdoctoral Research Fellow Contract (non-NSTC Project)
      (5) PhD Diploma (for new hires)
      (6) Labor and National Health Insurance Coverage Application (for new hires)
      (7) NTNU Postdoctoral Research Fellow Personal Information Sheet (for new hires)
2. Upon approval of the preceding paragraph, the hiring unit (Principal Investigator/Director) shall have the Principal Investigator and appointee sign and apply their seals to the contract under the "signatories" section as parties A and B respectively at Division 3, Office of Administrative Affairs within 3 days and submit the original copy plus a photocopy of the above documents to the Office of Human Resources for processing.
3. The Office of Human Resources shall update the database for new hire profiles.

IV. Flow Chart

Unit	Procedure	Documents
1. Hiring unit (Principal Investigator/Director) 2. Relevant Units 3. Office of Human Resources 4. Office of Human Resources		1 to 4

V. Forms and Documents

1. NTNU Postdoctoral Research Recruitment Application
2. NTNU Teaching and Research Expenditures for the Recruitment of Postdoctoral Research Fellows
3. NTNU Visiting Science and Technology Personnel Recruitment Contract (for NSTC projects)/NTNU Postdoctoral Research Fellow Contract (for non-NSTC projects)
4. NTNU Postdoctoral Research Fellow Personal Information Sheet

Postdoctoral Research Fellow Resignations

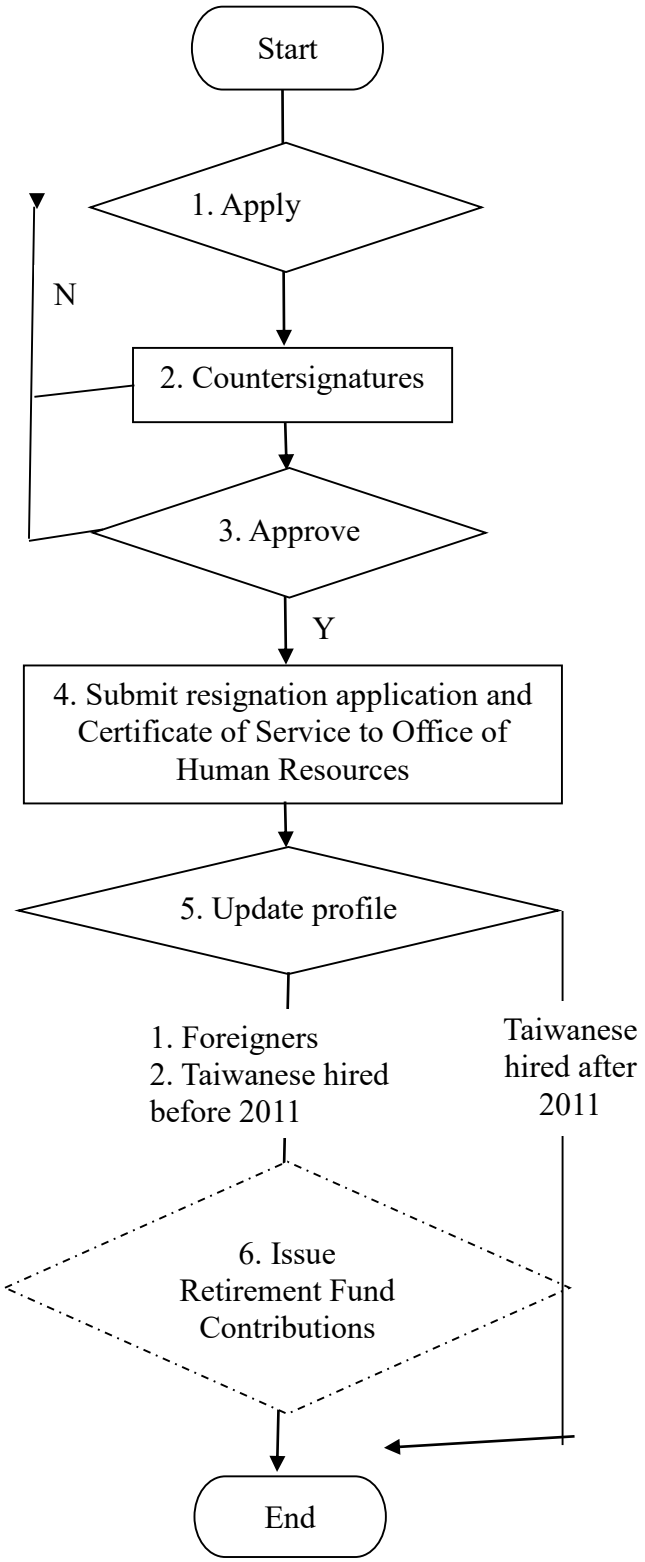
I. Scope:

NTNU Postdoctoral Research Fellows

II. Process:

1. The Postdoctoral Research Fellow (or Principal Investigator/Director of hiring unit) shall fill out the NTNU Postdoctoral Research Resignation Application and have it countersigned by all relevant units. Upon approval, the original copy shall be submitted to the Office of Human Resources together with the Employee ID for processing.
2. Taiwanese Postdoctoral Research Fellows (or Principal Investigator/Director of the hiring unit) shall apply to the Cashier Division, Office of General Affairs to receive all principal and interest on public and personal retirement fund contributions paid before January 1, 2011 (thereafter changed to labor pensions except for foreigners).

III. Flow Chart

Unit	Procedure	Document
1. Appointee (or Principal Investigator/ Director of Hiring Unit) 2. Relevant Units 3. President 4. Appointee or Hiring Unit 5. Office of Human Resources 6. Cashier Division, Office of General Affairs		Form 1

IV. Forms and Documents

1. NTNU Postdoctoral Research Fellow Resignation Application