國立臺灣師範大學辦理教職員申請赴大陸地區作業規範

National Taiwan Normal University Operational Regulations for Handling Faculty and Staff Member Applications for Entry into the Mainland Area

Amendments to Point 3, Point 10 and the Appendix passed during the 45th Administrative Executives Meeting on May 20, 2009

1. National Taiwan Normal University Operational Regulations for Handling Faculty and Staff Member Applications for Entry into the Mainland Area (國立臺灣師範大學辦理教職員申請赴大陸地區作業規範) (hereinafter referred to as "the Regulations") have been formulated based on the provisions of the Act Governing Relations between the People of the Taiwan Area and the Mainland Area (臺灣地區與大陸地區人民關係條例), the Regulations Governing Travel Permission for Entry into the Mainland Area by Taiwan-Area Civil Servants and Personnel with Specific Statuses (臺灣地區公務員及特定身分人員進入大陸地區許可辦法), as well as the Operational Guidelines for Entry into the Mainland Area by Civil Servants of Grade 10 Selected Appointment Rank and Police and Prison Officers of Grade 4 Ranking and below in Charge of Nonconfidential Matters (簡任第十職等及警監四階以下未涉及國家安全機密之公務員及警察人員赴大陸地區作業要點), to establish an internal management mechanism which shall ensure that the University is informed in advance of trips, and remains in contact with personnel during the trips, and said personnel is debriefed after the trips.

2. The Regulations shall apply to the President of the University, faculty members with administrative duties, researchers, technical specialists, staff members, and rare technicians (hereinafter collectively referred to as "faculty and staff members").

3. Applications for trips to Mainland China Area filed by faculty and staff members of the University shall be handled in accordance with the procedures stipulated below:
   (1) Faculty and staff members who are senior-ranking civil servants of grade 11 and above shall complete an Application Form for Mainland China Area Trip by Faculty/Staff Members of the University (hereinafter as "Form 1") and the Application Form for Entry into the Mainland China Area by

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Senior-Ranking Civil Servants of Grade 11 and Above (hereinafter as "Form 2") two weeks prior to entering mainland China. Upon approval of the University, the approved Application Form 2 shall be submitted to the Ministry of the Interior's National Immigration Agency for the issuance of exit permits. If the applicant is the President of the University, the application shall be reviewed for approval and commented on by the Ministry of Education before submission to the Ministry of the Interior's National Immigration Agency for the issuance of exit permit.

(2) Faculty and staff members who are civil servants of grade 10 and below and whose duties and responsibilities are not related to national security shall complete Application Form 1 one week prior to their trip to Mainland China. Said applicant shall first receive approval before entering Mainland China.

4. When applying for trips to Mainland China, faculty and staff members of the University shall truthfully complete the application forms (Form 1, Form 2) and submit said forms together with an itinerary prepared by a travel agent indicating the schedule of activities; proof or a description of kinship; a plan outlining the intended exchange activities or invitation letters. Applications must not contain false statements or omit relevant information. In the event where the University determines that the application forms or supporting documents contain materials that are not clear enough, or has reason to doubt the accuracy of the materials submitted, the University may request additional information.

5. Should any of the following circumstances occur, it would be inappropriate for faculty or staff members to file applications for trips to Mainland Area: (Compiled based on the "Reference Opinions" accompanying Letter Lu-Fa-Zi No. 09600053653 issued by the Mainland Affairs Council, Executive Yuan dated April 2, 2007).

(1) The application is incomplete.

(2) According to epidemic intelligence reports announced by the Taiwan Centers for Disease Control, a major epidemic broke out in Mainland China, or the destination is experiencing a major epidemic.

(3) Cross-Strait exchanges have been suspended upon order of the supervisory agencies or the competent authorities in consideration of the cross-Strait situation at the time.

(4) The trip poses a risk of violating laws or leading to dereliction of duties.

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(5) The faculty member or staff is under investigation by the authorities or an investigatory agency for possible illegal behavior.
(6) The faculty or staff member is currently engaged in duties and operations involving major government procurement projects, and traveling with a companion, or during a time deemed inappropriate.
(7) The period of stay in Mainland China or the declared reason for travel are unreasonable.
(8) The faculty or staff member's trip to Mainland Area poses a risk of violating the dignity of reciprocity or dwarfing national sovereignty.
(9) The Mainland trip is made at the invitation of political parties, governmental agencies, military institutions or their subordinate organizations on the Mainland China.

6. Within one week from the date of returning to Taiwan, the applicant shall fill in the "Report of Personnel Returning from the Mainland Area". In the event that the applicant experienced unusual problems or has noticed anything suspicious during the trip in Mainland Area, such incidents shall be reported to the University as soon as possible for the adoption of necessary measures.

7. The Office of Human Resources of the University shall periodically update the "National Taiwan Normal University Statistical Table of Personnel Entry into the Mainland Area", and submit the data online quarterly to the Ministry of the Interior's National Immigration Agency.

8. The Regulations shall apply, mutatis mutandis, to applications for trips to Mainland Area filed by the University's faculty and staff members not specified in Point 2 of the Regulations.

9. Matters not stipulated in the Regulations shall be handled in accordance with the relevant rules and regulations.

10. The Regulations and subsequent amendments shall be implemented upon approval of an Administrative Executives Meeting of the University.

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